

27 OCTOBER 2004



History

U.S. AIR FORCE HERITAGE PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: USAFM/MU
(Maj General Charles D. Metcalf,
USAF, Ret)
Supersedes AFI 84-103, 3 January 2003.

Certified by: HQ USAF/HO
(Mr. William Heimdahl)

Pages: 93
Distribution: F

This instruction helps implement AFDP 84-1, *Air Force History and Museum Programs*, by giving requirements for the management of historical property and related museum activities.

SUMMARY OF REVISIONS

This revision incorporates Interim Change IC 2004-1. This change replaces the USAF Museum Advisory Board with the USAF Heritage Program Board of Directors (paragraphs 1.2. and 1.2.3.) and directs that SAF/AA serve on the Board (paragraph 1.2.3.3.). It deletes the requirement that HQ USAF/CCC, all CONUS MAJCOM CVs, NGB/CF, and the Deputy Director of the National Air and Space Museum (ex-officio) serve on the Board. This change also strengthens inventory procedure language for historical property on loan to heritage activities (6.14.) and increases the requirement for photographs of historical property on loan from every four years to every two years (6.14.2.). The entire text of the IC is at the last attachment.

Chapter 1— SYSTEM ACTIVITIES

1.1.	The United States Air Force Heritage Program (USAFHP).	6
Figure 1.1.	Comparison of Field Heritage Activities.	8
1.2.	USAFHP Board of Directors.	8
1.3.	MAJCOM Activities.	9
1.4.	Statutory Authority.	10
1.5.	Specific Responsibilities.	10

Chapter 2— ESTABLISHING USAFHP ACTIVITIES 15

- 2.1. Application. 15
- 2.2. Air Force Field Museums (AFFMs). 15
- 2.3. Air Force Heritage Centers (AFHCs). 16
- 2.4. Air Force Historical Holdings (AFHHs). 16
- 2.5. Airparks. 17

Chapter 3— STAFFING USAFHP ACTIVITIES 18

- 3.1. Professional Qualities. 18
- 3.2. Air Force Field Museums (AFFMs). 18
- 3.3. Air Force Heritage Centers (AFHCs). 19
- 3.4. Air Force Historical Holdings (AFHHs). 19
- 3.5. Airparks 19
- 3.6. Authorizations. 19
- 3.7. Volunteers. 19

Chapter 4— FUNDING USAFHP ACTIVITIES 21

- 4.1. Standards. 21
- 4.2. Air Force Field Museums (AFFMs). 21
- 4.3. Air Force Heritage Centers (AFHCs). 22
- 4.4. Air Force Historical Holdings (AFHHs). 22
- 4.5. Airparks. 23
- 4.6. Military Construction Program (MCP) Funds. 23

Chapter 5— RESTRUCTURING USAFHP ACTIVITIES 24

- 5.1. Rationale. 24
- 5.2. Temporary Closures. 24
- 5.3. Permanent Closures. 24
- 5.4. Restructuring AFFMs. 24
- 5.5. Base Realignments and Closure (BRAC). 25

Chapter 6— MANAGING USAFHP PROPERTY 27

- 6.1. Scope. 27
- 6.2. Categories of USAFHP Property. 27
- 6.3. National Register of Historic Places 28

6.4.	Loaning Historical Property.	29
6.5.	Acquiring Property.	29
6.6.	Requesting Aerospace Vehicles and Engines.	30
6.7.	Losing Organization Preference (LOP).	30
6.8.	Requesting USAFM Historical Property.	30
6.9.	Additional Sources.	31
6.10.	Gifts.	31
6.11.	Accepting Loaned Property.	32
6.12.	Third-Party Loans of USAFHP Property.	32
6.13.	Air Force Museum Artifact Tracking System (AFMATS).	32
6.14.	Inventory Reporting and Control.	33
6.15.	Accountability Records.	34
6.16.	Change in Historical Property Custodian or AFFM Director.	35
6.17.	Lost and Damaged Property.	35
6.18.	Movement.	36
6.19.	Disposing of Historical Property.	37
6.20.	Managing Restoration Support Items (RSI).	37
6.21.	Department of Defense Activity Address Code (DODAAC).	38
6.22.	DRMO Withdrawals.	38
6.23.	Aircraft Parts Removals.	38
6.24.	Archaeological Materials.	39
Chapter 7— CONSERVATION AND DISPLAY STANDARDS		40
7.1.	Conserving Artifacts.	40
7.2.	Handling Artifacts.	40
7.3.	Preserving and Restoring Aerospace Vehicles and Support Equipment.	41
7.4.	Designing Exhibits.	42
7.5.	Programs.	42
Chapter 8— SECURITY AND RESOURCE PROTECTION		43
8.1.	Securing Property.	43
8.2.	Safety.	43
8.3.	Planning for Emergencies.	44
8.4.	Munitions.	45

8.5.	Display of Weapons.	45
8.6.	Security Lighting.	46
Chapter 9— RADIATION SAFETY		47
9.1.	Program Direction.	47
9.2.	Radiation Safety Officer (RSO).	47
9.3.	Initial Radiation Survey.	47
9.4.	Radiation Safety Records.	48
9.5.	AF Forms 3583 and 3584.	48
9.6.	Periodic Monitoring.	48
9.7.	Personnel Exposure Levels.	48
9.8.	New Acquisitions.	49
9.9.	Maintenance of Radioactive Items.	49
9.10.	Emergency Response Procedures.	49
9.11.	Shipment.	49
9.12.	Exchange.	49
9.13.	Disposal.	49
9.14.	Loan to Civilian Museums.	50
Chapter 10— PRIVATE ORGANIZATIONS		51
10.1.	Purpose.	51
10.2.	Private Organization Requirements.	51
10.3.	Ethics and Conflict of Interest.	52
10.4.	Authorized Activities.	52
10.5.	Prohibited Activities.	52
10.6.	Division of Responsibilities.	53
10.7.	Retail/Gift Shop Operations.	53
Figure 10.1.	Sample MOU between the Organization Commander and Private Organization. ...	54
Figure 10.2.	Sample MOU between the Organization Commander and Private Organization. ...	56
Chapter 11— CERTIFICATION AND STAFF ASSISTANCE		58
11.1.	AFFM Certification.	58
11.2.	Staff Assistance and Site Visits.	59

Chapter 12— CIVILIAN MUSEUM LOAN PROGRAM	60
12.1. Authority.	60
12.2. Eligibility.	60
12.3. Loan Conditions.	60
12.4. Certification Process.	60
12.5. Application Process.	61
12.6. Availability and Condition of Property.	62
12.7. Responsibilities and Care Requirements.	62
12.8. Insurance.	62
12.9. Disposition Plan.	62
12.10. Financial reporting and Loan Renewal.	62
12.11. Third-Party Loans of Air Force Historical Property.	62
12.12. Failure to Maintain Standards.	62
12.13. Forms Prescribed.	62
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	64
Attachment 2— STRATEGIC PLANNING	67
Attachment 3— USAFHP ETHICS STATEMENT	70
Attachment 4— EXHIBIT REQUIREMENTS	72
Attachment 5— COMPLETING RADIATION SURVEY AND SWIPE LOGS	76
Attachment 6— AFFM CERTIFICATION STANDARDS	80
Attachment 7— SELECTED BIBLIOGRAPHY ON MUSEUM OPERATIONS	88
Attachment 8— IC 2004-1 TO AFI 84-103, U S AIR FORCE HERITAGE PROGRAM	90

Chapter 1

SYSTEM ACTIVITIES

1.1. The United States Air Force Heritage Program (USAFHP). The United States Air Force Heritage Program (USAFHP) consists of the U.S. Air Force Museum (USAFM) at Wright-Patterson AFB OH and Air Force Field Museums (AFFMs), Air Force Heritage Centers (AFHCs), Air Force Historical Holdings (AFHHs) and Airparks. The USAFHP acquires, cares for and manages all Air Force historical property. It operates under the policy and guidance of the Air Force Historian (HQ USAF/HO), 500 Duncan Ave., Box 94, Bolling AFB, DC 20332-1111.

1.1.1. For the purpose of this instruction, historical property refers to personal property only and does not include real property of historical interest (e.g., archaeological sites, cemeteries, monuments, memorials, and buildings).

1.1.2. The United States Air Force Museum (USAFM), 1100 Spaatz St, Wright-Patterson AFB OH 45433-7102, is the national museum of the Air Force.

1.1.2.1. The USAFM Director is responsible to the Secretary of the Air Force to fulfill the statutory responsibility for:

1.1.2.1.1. The preservation of Air Force material culture and heritage.

1.1.2.1.2. The professional management and conservation of the Air Force historical property collection.

1.1.2.1.3. The interpretation and presentation of Air Force history to the general public.

1.1.2.2. The USAFM Director represents the Air Force with other museums, both foreign and domestic.

1.1.2.3. Separate and distinct from the national museum responsibilities, the USAFM Director acts as the Director of the USAFHP, providing professional guidance and technical support to heritage activities through the Major Commands (MAJCOMs).

1.1.2.4. The USAFM is assigned as a direct reporting unit (DRU) of Headquarters Air Force Materiel Command (AFMC) for logistics and administration.

1.1.3. Air Force Field Museums (AFFMs) are appropriated fund entities which are permanent heritage activities housed in a building or part thereof, specifically designed for the exclusive use of the museum, which are open to the military and civilian visitor at regularly scheduled hours and are in the care of a professional staff that performs curatorial functions, training, education and related historical duties, full-time, and meet the Air Force Field Museum certification requirements of this regulation. See [Figure 1.1](#).

1.1.4. Air Force Heritage Centers (AFHCs) are appropriated fund entities which are permanent heritage activities housed in a building or part thereof, which are open to the military and civilian visitor at regularly schedule hours, and are in the care of a Historic Property Custodian (HPC) and additional staff as designated, that performs limited curatorial functions, training, education and related historical duties. See [Figure 1.1](#).

1.1.5. Air Force Historical Holdings (AFHHs) are collections of historical property under Air Force control displayed in a trophy room, visitors center, hall of fame, exhibit area or other type of display

not recognized by the Air Force as a field museum or a heritage center. The organizational commander appoints a Historical Property Custodian (HPC) to oversee the development, maintenance and accountability of historic property on display. See [Figure 1.1](#).

1.1.6. Airparks display one or more Air Force-related historical aerospace vehicles (aircraft or missiles) and related support equipment on an Air Force installation. The items are on loan from the USAFM in the custody of an Air Force organization and are primarily displayed outdoors. The organizational commander appoints a Historical Property Custodian (HPC) to oversee the development, maintenance and accountability of the aerospace vehicles on display. See [Figure 1.1](#).

Figure 1.1. Comparison of Field Heritage Activities.

	Field Museums	Heritage Centers	Historical Holdings	Airparks
Staffing	The commander staffs with museum professionals and other staff as assigned	The commander staffs with an HPC and other staff as assigned	The commander staffs with an HPC and other staff as assigned	The commander staffs with an HPC and other staff as assigned
Displays of Historical Property	The activity may display both aerospace vehicles and other historic property	The activity may display both aerospace vehicles and other historic property	The activity may display historic property, excluding aerospace vehicles	The activity may display aerospace vehicles and related support equipment
Required Planning Documentation	The activity must have a Strategic Plan, including an Exhibit Master Plan, a Collection Plan, a Facilities Utilization Plan, and a Financial Plan.	The activity must have a Strategic Plan, including an Exhibit Master Plan, a Collection Plan, a Facilities Utilization Plan, and a Financial Plan.	The activity must have a Mission Statement and a Collections Policy.	The activity must have a Mission Statement and a Collections Policy.
Certification Requirements	The activity must meet the certification requirements in AFI 84-103	While the activity must comply with AFI 84-103, there is no certification process at this level.	While the activity must comply with AFI 84-103, there is no certification process at this level.	While the activity must comply with AFI 84-103, there is no certification process at this level.
Facility Requirements	The activity is located in a facility (or part of a facility) designed for the exclusive use of the activity. Aerospace vehicles may be located outside, though rare or fragile aircraft should be located inside the facility.	The activity may be co-located in a facility used for other purposes (such as an academic building or a headquarters). Aerospace vehicles may be located outside, though rare or fragile aircraft should be located inside the facility.	The activity is located in a facility primarily used for other purposes (such as a visitors center, a hall of fame, or a headquarters)	The activity is primarily located outside, though rare or fragile aircraft should be located inside a facility.

1.2. USAFHP Board of Directors. On behalf of the Secretary of the Air Force (SAF), the USAFHP Board of Directors (Board) provides strategic policy guidance, operations direction and management control to the USAFM and USAFHP. The Board shapes, reflects and advocates the institutions' values and goals.

- 1.2.1. The Board will be chaired by the Air Force Assistant Vice Chief of Staff (HQ USAF/CVA).
- 1.2.2. The Board meetings will be facilitated by the Executive Secretary (HQ USAF/HO).
- 1.2.3. The Board will guide and assist the USAFHP Director in the accomplishment of the responsibilities outlined in **1.1.2.1**. It shall consist of five, permanent Government employees and active duty Air Force personnel who exercise sole voting authority:
 - 1.2.3.1. The Air Force Assistant Vice Chief of Staff (HQ USAF/CVA), Chair, representing the Chief of Staff.
 - 1.2.3.2. The Air Force Historian (HQ USAF/HO), Executive Secretary.
 - 1.2.3.3. The Administrative Assistant to the Secretary of the Air Force (SAF/AA).
 - 1.2.3.4. Air Force Material Command (AFMC) senior leadership.
 - 1.2.3.5. The USAFHP Director (USAFM/MU).
 - 1.2.3.6. DELETED
 - 1.2.3.7. DELETED
 - 1.2.3.8. DELETED
- 1.2.4. The Board may consult an advisory group of retired Air Force, industry, or professional leaders as it deems necessary to provide expert advice, ideas and diverse opinions on matters pertinent and essential to the national museum and the USAFHP. These consultants serve in a non-voting capacity.
- 1.2.5. The USAFHP Board of Directors will meet at least annually at the call of HQ USAF/CVA. They will report annually to the SAF the preservation and exhibition of the material culture of the U.S. Air Force in compliance with 16 U.S.C. 431et seq. in accordance with the authority of the SAF under 10 U.S.C. 8013. The written report shall include the status and accomplishments of the USAFHP as well as recommended changes in response to identified shortfalls and factors limiting the success of the program. Additionally, the Board's functions will be to:
 - 1.2.5.1. Review progress on issues of concern to the national museum and the USAFHP.
 - 1.2.5.2. Review progress on existing projects; advise and encourage new projects.
 - 1.2.5.3. Assist in locating individuals and organizations that can contribute to the work of the national museum and the USAFHP.
 - 1.2.5.4. Review current operating procedures and organizational structure; recommend new policies or courses of action as needed relative to the operation of the national museum and the USAFHP.
 - 1.2.5.5. Review budget and funding levels and support for heritage activities; recommend funding requirements.
 - 1.2.5.6. Consider other matters deemed appropriate by HQ USAF/CVA.

1.3. MAJCOM Activities. MAJCOM activities of the USAFHP generally operate under the oversight of the MAJCOM/HOs. At the base level, commanders appoint Historical Property Custodians (HPCs) to oversee the development, maintenance and accountability of the historical property on display.

1.3.1. Major Command (MAJCOM) historians (HO) will act as their commands' functional manager within the USAFHP in coordination with USAFM, and will serve on command field museum oversight committees.

1.4. Statutory Authority.

1.4.1. The USAFHP collection is part of the National Collection of the United States of America. The preservation for public use of historical objects of national significance for the inspiration and benefit of the people of the United States is governed by 16 USC 431-433 and 470, as amended.

1.4.2. The use of civilian volunteers in Air Force heritage activities is governed by 10 USC 1588.

1.4.3. The control and disposition of colors, standards and guidons of inactivated organizations of the Air Force is governed by 10 USC 9565.

1.4.4. The loan, donation or exchange of books, manuscripts, works of art, historical artifacts, drawings, plans, models and condemned or obsolete combat materiel is governed by 10 USC 2572, as amended.

1.5. Specific Responsibilities.

1.5.1. Secretary of the Air Force (SAF): The Secretary of the Air Force has the following statutory responsibilities:

1.5.1.1. The preservation of historic personal property (16 USC 431-433, et.al.).

1.5.1.2. Making the historical collection available for the inspiration and benefit of the people of the United States (16 USC 461-467).

1.5.1.3. Providing for the loan or exchange of historical property (10 USC 2572).

1.5.2. Chief of Staff (CSAF): The Chief of Staff, through USAF/CVA, redelegates responsibilities to perform these functions to appropriate Air Force organizations.

1.5.3. Assistant Vice Chief of Staff (HQ USAF/CVA): Chairs the USAFHP Advisory Board.

1.5.4. Headquarters USAF Installations and Logistics (HQ USAF/IL): Approves Exchanges valued at more than \$10,000.

1.5.5. The Air Force Historian (HQ USAF/HO):

1.5.5.1. Under the guidance of the HQ USAF/CVA, sets policy and provides broad guidance on the USAFHP.

1.5.5.2. Provides technical and policy guidance to the USAFHP Director.

1.5.5.3. Selects, in coordination with HQ AFMC/CC, the USAFHP Director.

1.5.5.4. Provides communication between the Secretary of the Air Force, Air Staff and the USAFHP.

1.5.5.5. Serves as Executive Secretary and facilitates Museum Advisory Board meetings.

1.5.6. The Commander of the Air Force Materiel Command (AFMC/CC):

1.5.6.1. Controls USAFM operations.

- 1.5.6.2. Funds and staffs the USAFM and helps procure materials, equipment and facilities for its mission.
- 1.5.6.3. Selects, in coordination with HQ USAF/HO, the USAFHP Director.
- 1.5.6.4. Provides direct supervision of the USAFHP Director.
- 1.5.6.5. Exempts significant historical aerospace vehicles identified by the USAFHP Director from reclamation.
- 1.5.7. The Director of the USAF Museum and USAF Heritage Program:
 - 1.5.7.1. Supervises the USAFM.
 - 1.5.7.2. On behalf of the Secretary of the Air Force, discharges Air Force responsibilities concerning the loan, exchange, or donation of excess historical property (10 USC 2572). Identifies historical property and services to be obtained via exchange. Manages and oversees the acquisition of exchange assets. Reviews all exchange proposals and authorizes the release of exchange packages to the Air Force Materiel Command Exchange Oversight Sub-Committee. Manages the USAF Civilian Museum Loan Program.
 - 1.5.7.3. Exercises stewardship responsibility on behalf of the Secretary of the Air Force for all Air Force historical property.
 - 1.5.7.4. Owns and ensures the control of all historical property, including identification, acquisition, preservation, accessioning and cataloging, loan, transfer, exchange, and disposition.
 - 1.5.7.5. Ensures maintenance and disposition of all records in accordance with AFMAN 37-139.
 - 1.5.7.6. Designates as historical property significant contemporary and obsolete aerospace vehicles and other equipment or material relating to the history of the Air Force. Coordinates appropriate actions to acquire and preserve them.
 - 1.5.7.7. Makes policy recommendations to HQ USAF/HO.
 - 1.5.7.8. Provides the Secretary of the Air Force, Air Staff, HQ USAF/HO and MAJCOMs with professional expertise and advice on the material heritage of the Air Force.
 - 1.5.7.9. Provides technical guidance and professional assistance to Air Force heritage activities, other government activities, educational institutions and private, nonprofit organizations that portray Air Force history in their museums and exhibits.
- 1.5.8. MAJCOM Commanders:
 - 1.5.8.1. Assure adequate resources for and support of heritage activities within their commands.
 - 1.5.8.2. Endorse the establishment or closing of heritage activities.
 - 1.5.8.3. Ensure effective command oversight of historic property. Where appropriate, establish command heritage oversight committees, chaired by the MAJCOM/CVs, to monitor heritage activities within the command.
 - 1.5.8.4. Provide command guidance as needed and use MAJCOM/HOs as the functional managers for command USAFHP activities.
 - 1.5.8.5. Use the command Inspector General (IG) as necessary to ensure command and unit activities comply with this instruction.

- 1.5.8.6. Ensure that subordinate units identify and report all items of possible historical value to the USAFHP Director. These include captured enemy equipment and other foreign material that may be of historical value.
- 1.5.8.7. Ensure that subordinate units submit the biennial Report of Historical Property (RCS:HAF-HO(A)8801) and report other property of potential historical significance in organizations being inactivated.
- 1.5.8.8. Ensure that USAFHP activities under their control are used for education and training.
- 1.5.8.9. Provide required support to Historical Property Collection Teams (HPCTs) and help coordinate their activities with appropriate combatant commands.
- 1.5.9. MAJCOM Historians (MAJCOM/HOs):
 - 1.5.9.1. Act as functional managers of command USAFHP activities.
 - 1.5.9.2. Work with Historical Property Custodians (HPCs) to document significant aerospace vehicles and other equipment.
 - 1.5.9.3. Coordinate supplements to this instruction with the USAFHP Director and HQ USAF/HO.
 - 1.5.9.4. Ensure maintenance and disposition of all records in accordance with AFMAN 37-139.
 - 1.5.9.5. Provide advice to MAJCOM heritage activities on hiring of AFFM directors, curators and HPCs.
 - 1.5.9.6. Act as liaison between USAFM and MAJCOM heritage activities.
- 1.5.10. Installation, Organization, and Unit Commanders:
 - 1.5.10.1. Support heritage activities under their command with the resources necessary to satisfy the requirements of this instruction.
 - 1.5.10.2. Include heritage activities in their annual unit budgets (financial plans) by type of activity and expense element as prescribed in the MAJCOM budget call.
 - 1.5.10.3. Sign initial and renewal Historical Property Agreements (HPAs).
 - 1.5.10.4. Appoint Historical Property Custodians (HPCs) for AFHCs, AFHHs and airparks, in writing.
 - 1.5.10.5. Process gifts of historical property according to this instruction and AFI 51-601.
 - 1.5.10.6. Ensure private supporting organizations supporting heritage activities comply with this instruction and AFI 34-223.
 - 1.5.10.7. Use the vice commander or second in command to supervise USAFHP activities on their installation.
 - 1.5.10.8. Select AFFM directors and other AFFM staff members. The USAFHP Director may be consulted.
 - 1.5.10.9. Locate, identify, secure and report, through the MAJCOM/HOs to the USAFHP Director, all historically significant items within their command, especially during war and military operations other than war (MOOTW).

- 1.5.10.10. Ensure that USAFHP activities are used for education and training.
- 1.5.10.11. Support HPCTs.
- 1.5.11. Air Force Field Museum Directors:
 - 1.5.11.1. Are the Historical Property Custodians (HPCs) for their AFFMs.
 - 1.5.11.2. Control and care for all historical property placed in their custody by the USAFHP. This includes identification, collection, preservation, conservation, and accessioning and cataloging.
 - 1.5.11.3. Communicate to USAFM through MAJCOM/HO on all but technical issues.
 - 1.5.11.4. Account for historical property on loan to the AFFM by inventorying and certifying the listing biennially.
 - 1.5.11.5. Comply with the HPA and its attachments.
 - 1.5.11.6. Ensure maintenance and disposition of museum related records in accordance with AFMAN 27-130.
 - 1.5.11.7. Supervise and conduct field museum operations.
 - 1.5.11.8. Develop and maintain a strategic plan for the management and control of historical property and meeting long-term goals and objects. The plan will be consistent with the field museum's mission and scope of collections statements.
 - 1.5.11.9. Prepare and submit an annual budget for inclusion in the installation financial plan.
 - 1.5.11.10. Create interpretive exhibits using the field museum's collection, references and other sources to support the field museum's mission statement. Draw upon the knowledge of Air Force historians when performing research.
 - 1.5.11.11. Develop appropriate education and training programs to support the mission.
 - 1.5.11.12. Advise the commander on all matters pertaining to the field museum, such as identifying potential historical property.
 - 1.5.11.13. Coordinate with MAJCOM/HO on all issues and keep MAJCOM/HOs informed of field museum activities.
 - 1.5.11.14. Adhere to the standards of the museum profession. (See **Attachment 7** for a selection of professional reading.)
- 1.5.12. AFHC, AFHH and Airpark Historical Property Custodians:
 - 1.5.12.1. Must be a DoD civilian or active duty Air Force personnel. Air Force Field Historians should not be assigned as HPCs for airparks. Contract personnel may not serve as HPCs. If contractors are involved, the responsibility falls to the Air Force employee with oversight of the contractors.
 - 1.5.12.2. Control and care for all historical property on loan to an AFHC, AFHH or airpark. Comply with the HPA and its attachments.
 - 1.5.12.3. Account for the historical property on loan to the organization by conducting an inventory and certifying the listing biennially.

1.5.12.4. Comply with maintenance and disposition of museum related records in accordance with AFMAN 37-139.

1.5.12.5. Serve as the organization's point of contact with the MAJCOM/HO. Communicate with USAFM through MAJCOM/HO on all issues.

1.5.12.6. Advise and assist the commander in complying with this instruction.

1.5.13. Historical Property Collection Teams (HPCT).

1.5.13.1. Refer to AFI 84-102, *Historical Operations in Contingency and War*, for guidance in this area.

1.5.14. Air Force Field Historians.

1.5.14.1. Field historians at wings, centers, direct reporting units (DRUs) and field operating agencies (FOAs) may not act as AFFM staff or HPCs for AFHCs and airparks. They may serve as HPCs for AFHHs. They may conduct research in support of field museums and historical holdings, assist with exhibit planning, and serve on oversight committees.

1.5.15. Air Force Personnel.

1.5.15.1. All Air Force active duty and civilian personnel are encouraged to identify and report historical property. Contact MAJCOM/HOs or USAFM with information and suggestions.

Chapter 2

ESTABLISHING USAFHP ACTIVITIES

2.1. Application. Establishing a USAFHP activity conveys on current and future commanders an ongoing responsibility for resources. Consider these requirements in any application for a new USAFHP activity. The application process has as its purpose promoting long range planning and instilling a clear understanding of the resources required to operate a USAFHP activity according to professional standards.

2.2. Air Force Field Museums (AFFMs). Send requests to establish an AFFM through the MAJCOM/HO to the MAJCOM/CV for approval. The USAFHP should be involved during the initial planning stages.

2.2.1. Proposals must include:

2.2.1.1. The name and installation of the field museum.

2.2.1.2. The mission statement, scope of collections statement, exhibit plan and scripts and funding plan.

2.2.1.3. The nature and extent of interest or support that is pledged or that can be reasonably expected from nonmilitary agencies or organizations.

2.2.1.4. The type, size and location of the building or area to be used as a field museum. Include an evaluation of the environmental factors that could affect preservation of artifacts and aerospace objects. If an existing building is to be used, provide current interior and exterior photographs along with architectural concepts and costs of any changes.

2.2.1.5. A staffing plan (IAW AFMS 101B) with position descriptions of civilian and military staff, position authorization numbers for the professional GS-1015/1016 positions, the number and grades of all other persons detailed to perform field museum work, and the field museum's location within the organization.

2.2.1.6. The name, grade and position title of the person designated to supervise the field museum.

2.2.1.7. The average number of hours to be worked per day that personnel assigned or detailed to the field museum will work.

2.2.1.8. A detailed financial plan, by year, for the first 3 years of operation. Include all sources of financial support, both appropriated and from other sources.

2.2.1.9. Estimated date of the field museum's official opening.

2.2.1.10. Proposed field museum visiting hours and physical access (location).

2.2.1.11. Technical assistance needs from the USAFHP.

2.2.1.12. If a private supporting organization has been formed, copies of the articles of incorporation, by-laws, IRS 501(c)(3) determination, current financial statement, and memorandums of understanding (MOU)(See [Chapter 10](#)).

2.3. Air Force Heritage Centers (AFHCs). Send requests to establish an AFHC through the MAJCOM/HO to the MAJCOM/CV for approval. The USAFHP should be involved during the initial planning stages.

2.3.1. Proposals must include:

2.3.1.1. The name and installation of the heritage center.

2.3.1.2. The mission statement, scope of collections statement, exhibit plan and scripts and funding plan.

2.3.1.3. The heritage center's potential audience

2.3.1.4. The specific on-base location of the center. The type, size and location of the building or area to be used as a heritage center. Include an evaluation of the environmental factors that could affect preservation of artifacts and aerospace objects. If an existing building is to be used, provide current interior and exterior photographs along with architectural concepts and costs of any changes.

2.3.1.5. The name, grade and position title of the person designated as the Historical Property Custodian (HPC) of the heritage center, who will be responsible for the development, accountability and operation of the center.

2.3.1.6. A detailed financial plan, by year, for the first 3 years of operation. Include all sources of financial support, both appropriated and from other sources.

2.3.1.7. Estimated date of the center's official opening.

2.3.1.8. Proposed hours of operation.

2.3.1.9. Technical assistance needs from the USAFHP.

2.3.1.10. If a private supporting organization has been formed, copies of the articles of incorporation, by-laws, IRS 501(c)(3) determination, current financial statement and memorandums of understanding (MOU)(See [Chapter 10](#)).

2.4. Air Force Historical Holdings (AFHHs). Requests to establish an AFHH originate with the organizational commander, who is accountable to the USAFHP Director for USAF historical property on loan to the organization. Forward requests through the MAJCOM/HO to the MAJCOM/CV for approval.

2.4.1. In your requests, include:

2.4.1.1. The name of the installation and supporting organization.

2.4.1.2. A mission statement for the exhibit, scope of collection and funding sources.

2.4.1.3. The exhibit's potential audience.

2.4.1.4. The specific on-base location of the exhibit.

2.4.1.5. A letter from the parent installation or unit commander appointing the Historical Property Custodian. Include name, grade, position title, address, DSN telephone number, commercial telephone number and e-mail address.

2.4.1.6. If a private supporting organization has been formed, copies of the articles of incorporation, by-laws, IRS 501(c)(3) determination, current financial statement, license required under AFI 34-223 and MOUs (See [Chapter 10](#)).

2.5. Airparks. Requests to establish an airpark originate with the organizational commander, who is accountable to the USAFHP Director for USAF historical property on loan to the organization. Forward requests through the MAJCOM/HO to the MAJCOM/CV for approval.

2.5.1. In your requests, include:

2.5.1.1. The name of the installation and supporting organization.

2.5.1.2. A mission statement, scope of collections statement, site plan with proposed locations of aircraft, method of mounting, and security, sign texts and funding plan.

2.5.1.3. A list of the aerospace vehicles required, including written detailed justifications of historical aerospace vehicles desired for exhibit.

2.5.1.4. The specific on-base location of the airpark. Provide details on the size and location of the area to be used for the airpark and a site plan. Include an evaluation of the environmental factors that could affect preservation of aerospace vehicles. Provide current site photographs along with architectural concepts and costs.

2.5.1.5. A detailed financial plan (FINPLAN) for acquisition, development and maintenance by year, for the first 3 years of operation. Include all sources of financial support, both appropriated and from other sources. Include the park's budget in the organization's annual FINPLAN.

2.5.1.6. If a private supporting organization has been formed, copies of the articles of incorporation, by-laws, IRS 501(c)(3) determination, current financial statement, license required under AFI 34-223 and MOUs (See [Chapter 10](#)).

2.5.1.7. A letter from the parent installation or unit commander appointing the Historical Property Custodian. Include name, grade, position title, address, DSN telephone number, commercial telephone number and e-mail address.

Chapter 3

STAFFING USAFHP ACTIVITIES

3.1. Professional Qualities. Installation commanders must staff USAFHP activities to secure and preserve the artifacts and to provide a high level of professionalism and quality of operation. All civilian and military personnel with USAFHP duties, including volunteers, must adhere to the code of ethics in this instruction and demonstrated professional qualifications.

3.2. Air Force Field Museums (AFFMs). Installation commanders provide civilian positions for AFFMs.

3.2.1. Staff the field museum to meet its mission in accordance with AFMS 101B:

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

3.2.1.2. Civilian assistants employed full time on curatorial and other field museum-related matters.

3.2.1.3. Civilian or military technicians to provide required maintenance and administrative support.

3.2.2. Either the director or curatorial position must meet the requirements of the Office of Personnel Management standards for GS-1015 or GS-1016 series (museum professionals), as appropriate. If the Air Force authorizes both a director and a curatorial position, the curatorial position must be in the GS-1015 series, since this individual exercises primary responsibility for the stewardship of USAF historical property.

3.2.3. Commanders may assign military personnel to field museum duties, but not in positions requiring professional civilians.

3.2.4. The AFFM director:

3.2.4.1. Has direct and ready access to the commander or the person designated by the commander to supervise the field museum staff.

3.2.4.2. Has direct access to the president of the field museum foundation, field museum council or similar organization.

3.2.4.3. Has the authority to contact the USAF Museum through the MAJCOM/HO on professional and technical matters.

3.2.4.4. Participates in all pertinent discussions of field museum matters with the commander or the supervising staff agency head.

3.2.4.5. As the professional adviser to the commander, is consulted on all matters relating to the professional operation of the field museum, including recommendations on field museum policy and on the acquisition, disposition or use of property in the collection.

3.2.4.6. Is an ex-officio member of any installation or organization historical committee or council. Is a non-voting member of private organizations associated with the field museum.

3.2.5. The AFFM director and other field museum staff members must have a reasonable opportunity to advance their professional development through relevant conferences, seminars, workshops and other field museum training activities.

3.3. Air Force Heritage Centers (AFHCs).

3.3.1. Staff AFHCs in accordance with AFMS 101B. Staffing must meet a level that provides accountability and security to the artifacts and ensures that the AFHC effectively supports the organizational mission.

3.3.2. Adequate personnel (military, civilian or volunteer) must be present during operating hours. They perform daily duties of security and housekeeping, interpret holdings for visitors or assist in emergencies.

3.3.3. Commanders may assign current civilian or military personnel to part time or additional duty with the AFHC, depending on its size, mission, and services. (See AFMS 101B.)

3.4. Air Force Historical Holdings (AFHHs).

3.4.1. Commanders appoint Historical Property Custodians (HPC) to ensure compliance with this instruction and with the HPA and to act as caretakers for these exhibits.

3.4.2. Commanders may assign current civilian or military personnel to part time or additional duty with the AFHH, depending on its size, mission and services. (See AFMS 101B.)

3.5. Airparks . Airparks may range from a single aircraft or missile to very large collections. Preserve them by conducting frequent technical and security inspections and maintaining them consistently.

3.5.1. The commander assigns a Historical Property Custodian (HPC) to all airparks to ensure compliance with this instruction and the HPA and its attachments and to oversee the activities of supporting personnel and volunteers.

3.5.2. Military or civilian personnel, including volunteers, with appropriate experience may perform the special duty of preserving airpark aircraft with MAJCOM/HO approval.

3.5.3. Aerospace vehicles must be within the MAJCOM-approved scope of collections statement.

3.6. Authorizations. All permanent authorizations for heritage activities will be assigned to Functional Account Code (FAC) 101B, per AFMS 101B.

3.7. Volunteers.

3.7.1. Use of volunteers in the USAFHP, as governed by 10 U.S.C. 1588, is authorized for all heritage activities, and governed by DoD Instruction 1100.21, Voluntary Service in the Department of Defense.

3.7.2. If a volunteer program is established, the AFFM director will appoint or act as the volunteer program administrator.

3.7.3. The volunteer program administrator will develop position descriptions and target recruitment to locate qualified volunteers to perform duties in the heritage activity,

- 3.7.4. Each prospective volunteer must complete an AF Form 3569, USAFHP Volunteer Application, prior to assuming any duties in the museum. Each volunteer must complete and sign a DD Form 2793, Volunteer Agreement for Appropriated Fund Activities or Nonappropriated Fund Instrumentalities acknowledging that their service is free.
- 3.7.5. The volunteer program administrator will select and assign qualified volunteers and conduct a timely volunteer orientation for each new volunteer. Orientation includes introduction of Museum policies, routine operating procedures, rules, performance standards, ethics, work plans and assignments.
- 3.7.6. Records will be kept on volunteer hours using AF Form 3570, USAF Museum System Volunteer Data Card.
- 3.7.7. The status of volunteers while performing services is set forth in DoD Instruction 1100.21.
- 3.7.8. No compensation of any kind will be provided to volunteers. Volunteers may be reimbursed for legitimate operational expenses with prior approval by volunteer program administrator.
- 3.7.9. Establishment of a volunteer recognition program is encouraged.
- 3.7.10. Volunteers may be assigned to administrative and clerical jobs, or to facilitate the public by serving as tour guides, historical interpreters and receptionists at the discretion of the director and with supervision of qualified heritage activity staff.
- 3.7.11. Career-experienced volunteers may be assigned to perform exhibit, collection management and aerospace vehicle restoration duties under the direction and supervision of qualified heritage activity staff.
- 3.7.12. A volunteer may be involuntarily separated from the program for breach of policy, theft, or abuse of government property or privileges. Final approval of involuntary separation rest with the director.
- 3.7.13. USAFHP volunteers may also volunteer for private organizations, as long as volunteer duties are clearly defined and separated.

Chapter 4

FUNDING USAFHP ACTIVITIES

4.1. Standards. Installation commanders fund their bases' USAFHP activities. Regardless of its size, the heritage activity must present itself in a professional manner and reflect credit on the Air Force. Careful planning in the mission and scope of collections statements will help commanders allocate funds to the collections they sponsor. MAJCOM/HOs may offer guidance in creating or revising the mission and scope of collections statements.

4.1.1. Commanders will include AFFM, AFHC, AFHH and Airpark funding in their annual unit budgets (financial plans) by type of activity and expense element as prescribed in the MAJCOM's budget call. All permanent authorizations for heritage activities will be assigned to Functional Account Code (FAC) 101B, per AFMS 101B.

4.1.2. Field activities and private supporting organization will not spend funds to restore, display, or maintain any aircraft, missile, or artifact that is not accessioned as historical property. This also applies to any item on loan, unless the MAJCOM/HO gives written approval.

4.2. Air Force Field Museums (AFFMs). Commanders will support sponsored AFFMs. Required support includes:

4.2.1. Providing and maintaining facilities and grounds.

4.2.2. Providing utilities, telephone service (including defense switched network [DSN] and Class A service) and local area network (LAN) connectivity.

4.2.3. Providing personal computers capable of supporting AFMATS software.

4.2.4. Preserving historical artifacts through measures such as adequate climate controls and field museum-unique supplies.

4.2.5. Providing display or exhibit cases, panels, field museum furniture, special lights, signage, storage cabinets, mannequins and other special furnishings and equipment.

4.2.6. Assisting with public affairs activities.

4.2.7. Ensuring the protection of grounds, building, historical collections and aircraft. This includes construction, installation of fire alarm or suppression systems and installation of intrusion detection systems (IDS).

4.2.8. Printing announcements, brochures and other field museum publications.

4.2.9. Hiring or assigning directors, curators and other field museum personnel IAW AFMS 101B.

4.2.10. Supporting travel in connection with field museum activities.

4.2.11. Transporting historical artifacts and related supplies and equipment.

4.2.12. Providing postal and administrative services.

4.2.13. Providing public parking.

4.2.14. Preparing aircraft display areas, including concrete pads, tie-downs, display stands, lighting and landscaping as needed.

- 4.2.15. Providing technical assistance for the upkeep of aerospace vehicles on display.
- 4.2.16. Providing handicapped access features and accommodations.
- 4.2.17. Funding participation in off-base historical activities that support the base or field museum mission.
- 4.2.18. Funding technical and professional training for field museum personnel.

4.3. Air Force Heritage Centers (AFHCs). Commanders will support sponsored AFHCs. Required support includes:

- 4.3.1. Providing and maintaining facilities and grounds.
- 4.3.2. Providing utilities, telephone service (including defense switched network [DSN] and Class A service) and local area network (LAN) connectivity.
- 4.3.3. Providing personal computers capable of supporting AFMATS software.
- 4.3.4. Preserving historical artifacts through measures such as adequate climate controls and field museum-unique supplies.
- 4.3.5. Providing display or exhibit cases, panels, heritage center furniture, special lights, signage, storage cabinets, mannequins and other special furnishings and equipment.
- 4.3.6. Assisting with public affairs activities.
- 4.3.7. Ensuring the protection of grounds, building, historical collections and aircraft. This includes construction, installation of fire alarm or suppression systems and installation of intrusion detection systems (IDS).
- 4.3.8. Printing announcements, brochures and other heritage center publications.
- 4.3.9. Hiring or assigning heritage center personnel IAW AFMS 101B.
- 4.3.10. Supporting travel in connection with heritage center activities.
- 4.3.11. Transporting historical artifacts and related supplies and equipment.
- 4.3.12. Providing postal and administrative services.
- 4.3.13. Providing public parking.
- 4.3.14. Preparing aircraft display areas, including concrete pads, tie-downs, display stands, lighting and landscaping as needed.
- 4.3.15. Provide technical assistance to assist in the upkeep of aerospace vehicles on display.
- 4.3.16. Providing handicapped access features and accommodations.
- 4.3.17. Funding technical and professional training for heritage center personnel.

4.4. Air Force Historical Holdings (AFHHs). Commanders will support sponsored AFHHs. Required support includes:

- 4.4.1. Preserving historical artifacts through measures such as adequate climate controls and museum-unique supplies.

4.4.2. Providing display or exhibit cases, panels, museum furniture, special lights, signage, mannequins and other special furnishings and equipment.

4.4.3. Ensuring the protection of the historical collection. This includes construction, installation of fire alarm or suppression systems and installation of intrusion detection systems (IDS) if not already provided in the facility housing the display, and if necessary because of high value items or small arms weapons.

4.5. Airparks. Commanders will support sponsored Airparks. Required support includes:

4.5.1. Preparing and maintaining aircraft display areas, including concrete pads, tie-downs, display stands, lighting and landscaping as needed.

4.5.2. Provide technical assistance to assist in the upkeep of aerospace vehicles on display.

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

4.5.4. Providing signage, security, supplies and equipment and public parking.

4.5.5. Funding conservation, preservation and maintenance.

4.5.6. Assigning civilian or military personnel additional duties to perform the above work.

4.6. Military Construction Program (MCP) Funds. In accordance with AFI 65-601, Volume 1, *Budget Guidance and Procedures*, MCP funds may be spent only at the USAFM, Wright-Patterson AFB OH.

Chapter 5

RESTRUCTURING USAFHP ACTIVITIES

5.1. Rationale. Temporary closures may occur for several reasons, including natural disasters, loss of interest, contingency operations and professional deficiencies. In coordination with MAJCOM/CV, the USAFHP Director may recommend to HQ USAF/CVA to temporarily freeze loan accounts of a heritage activity until deficiencies are corrected (i.e., no historical property transactions will occur). In coordination with HQ USAF/HO, the USAFHP Director may permanently close an activity if it fails to meet the minimum standards of this instruction.

5.2. Temporary Closures. The initiating authority coordinates all temporary closures with the MAJCOM/CV and HQ USAF/HO. Send an informational copy to the USAFHP Director. Include:

- 5.2.1. Reasons for the temporary closing.
- 5.2.2. Estimated time the activity will remain closed.
- 5.2.3. Inventory at time of closure, certified by current staff.
- 5.2.4. Temporary location of the historical property, whether it meets the requirements for security and conservation and who oversees the historical property during the inactive period.

5.3. Permanent Closures. The Air Force considers any closure of more than 180 days permanent. The initiating authority coordinates all permanent closures with the MAJCOM/CV and HQ USAF/HO. Send an informational copy to the USAFHP Director.

- 5.3.1. Bring accessioning and cataloging up to date during this period and give a final inventory list to USAFM/MUC.
- 5.3.2. The HPC and representatives of MAJCOM/HO and USAFM/MUC must conduct a joint inventory before an organization officially closes the activity.
- 5.3.3. Resolve all property accountability issues before closing the activity.
- 5.3.4. The organization which sponsors the closing heritage activity bears all expenses for closure, including the joint inventory, packing, shipping, transportation, and travel.
- 5.3.5. The USAFHP Director provides instructions on disposing of the historical artifacts of the activity being closed. Do not dispose of any artifacts until you receive these instructions.
- 5.3.6. The commander of the organization which sponsors the closing heritage activity appoints an accountable officer to receive disposition instructions and fund citations, and to coordinate the shipment of the historical artifacts. The commander furnishes the USAFHP Director with this person's name, title, address, phone and fax numbers, and position.

5.4. Restructuring AFFMs.

- 5.4.1. All restructuring actions initiated by the MAJCOM should be coordinated with all interested parties (i.e., USAFHP Director, installation commander, etc.).
- 5.4.2. Bring accessioning and cataloging up to date during this period and give a final inventory list to MAJCOM/HO. Resolve all property accountability issues.

5.4.3. The installation commander must decide what level of heritage activity will remain, and develop an appropriate Strategic Plan as outlined in [Attachment 2](#). This plan will assist in the development of the historical property disposition plan if needed.

5.4.4. The Director and representatives of MAJCOM/HO and USAFM must conduct a final joint inventory before an organization is officially restructured.

5.4.5. The organization sponsoring the restructuring heritage activity bears all expenses for restructuring, including restoring aerospace vehicles to the standards in [Attachment 6](#), the joint inventory, packing, shipping, transportation, and travel.

5.4.6. The USAFHP Director, in coordination with the parent MAJCOM, provides instructions on disposing of the historical artifacts made excess by this action or for which stewardship can no longer be afforded. Do not dispose of any artifacts until you receive these instructions.

5.4.7. The commander of the organization sponsoring the restructuring heritage activity appoints, in writing, an HPC to be responsible for the historical property remaining on-site, to receive disposition instructions and fund citations and to coordinate the shipment of the historical artifacts. The commander will furnish the MAJCOM/HO and USAFM/MUC with the HPC's contact information.

5.5. Base Realignments and Closure (BRAC).

5.5.1. The USAFHP Director is responsible for all disposition and reutilization of USAF historical property at BRAC sites. USAF historical property at BRAC sites will not be considered personal property of the base or units for reuse screening by local communities.

5.5.2. Disposition.

5.5.2.1. Priority will be given to requirements of the USAF Museum, Wright-Patterson AFB. The USAFHP Director has authority to recall any item of USAF historical property to USAFM, including aerospace vehicles.

5.5.2.2. Second priority will be given to critical material heritage needs of the services.

5.5.2.3. IAW procedures established in DoD 4165.66-M, *Base Reuse Implementation Manual*, the USAFHP is exempt from rules pertaining to personal property. Only after determination by the USAFHP Director will excess USAF historical property be made available to the local community to support local heritage activities and initiatives.

5.5.3. Planning. USAFM/MUC is the focal point for disposition planning. The Museum will work with the appropriate MAJCOM/HO and Air Force Base Conversion Agency (AFBCA) POC to develop disposition plans.

5.5.3.1. Upon final determination of a closure action, all historical property accounts at that site will be frozen. No additional historical property will be placed on loan at the location, nor will a historical property be relocated or disposed of until a written disposition plan has been developed and approved by the USAFHP Director.

5.5.4. Actions.

5.5.4.1. The organization commander appoints an accountable officer to receive disposition instructions and fund citations, and to coordinate the shipment of the historical property. The com-

mander furnishes the MAJCOM/HO and USAFM/MUC with this person's name, title, address, phone and fax numbers and position.

5.5.4.2. The HPC will bring accessioning and cataloging up to date and give a final inventory list to the Command Historian.

5.5.4.3. The HPC, MAJCOM/HO and a representative of USAFM will conduct a joint inventory and resolve all property accountability issues.

5.5.4.4. USAFM/MUC will identify all property to be returned to meet USAFM requirements.

5.5.4.5. MAJCOM/HO may identify from the remaining property items required for redistribution within their own MAJCOM.

5.5.4.6. MAJCOM/HO will initiate a survey to identify any items of unreported or unidentified historical property and report the results to USAFM. USAFM will determine if any of the items will be accessioned as USAF historical property and take the required actions.

5.5.4.7. The Air Force Base Conversion Agency (AFBCA), in coordination with the local redevelopment authority, will identify and prioritize items of interest to local heritage activities which may be made available after all other USAFHP requirements are satisfied. AFBCA will distribute qualification information. (See [5.5.5.](#))

5.5.4.8. USAFM will develop the final disposition plans and lists, and distribute them to all affected parties. MAJCOM/HOs will be kept informed as the disposition plan is developed.

5.5.4.9. The MAJCOM will execute the disposition plan. USAFM will coordinate the relocation of aerospace vehicles.

5.5.5. Funding. The MAJCOM bears all expenses for closure, including restoring those aerospace vehicles which will be conveyed to other heritage activities to the standards in [Attachment 6](#), as well as joint inventory, packing, shipping, transportation and travel.

5.5.6. Qualifying civilian activities. IAW DoD 4165.66-M, the Director will make available those items of USAF historical property for which there is no service requirement to support local organizations that wish take over the operation of an existing heritage activity, or wish to establish a new civilian museum.

5.5.6.1. The loan of remaining historical property may be made to civilian museums or static display sites; however, this is contingent upon the local organization meeting standards and qualifications, established and distributed by USAFM, appropriate to each location. See [Chapter 12](#).

Chapter 6

MANAGING USAFHP PROPERTY

6.1. Scope. Commanders are urged to preserve the material culture of the Air Force and enhance the military educational and operational value of USAFHP activities, not only for himself or herself, but for his or her successor as well. A commander who acquires and/or establishes a heritage activity acquires an obligation under the law (16 USC 470) to preserve and interpret the collection in the interest of history, the Air Force, and the American people.

6.2. Categories of USAFHP Property. There are seven categories of USAFHP property. Accountability, control, and administrative responsibilities vary because of the differing sources of museum property.

6.2.1. Historical Property. Items are designated as historical artifacts by the USAFHP Director. Generally, such determinations are based on the item's association with an important person, event or place; because of traditional association with an Air Force organization; because it is a representative example of military equipment; or because it represents a significant technological contribution to military science or equipment. HPCs report objects not formally designated but of obvious historical significance to the USAFHP Director for formal designation. The USAFHP Director controls all historical property.

6.2.2. Historical Reference Material. Items are designated as historical reference material by MAJ-COM/HO. This includes photographic and printed material used for support of exhibits and educational programming in AFFMs. Account for historical reference material through local inventories and finding aids.

6.2.3. Heraldic Property. This includes the organizational flags of color-bearing establishments IAW AFI 84-105. Such flags, guidons and related streamers are inherently historical and, upon retirement, are sent to USAFM/MUC for conservation and storage. USAFM/MUC will return the heraldic property to the establishment if it is again activated.

6.2.4. Unit Memorabilia.

6.2.4.1. Includes emblems, insignia, patches, trophies, plaques, awards, sports trophies and other small mementos of significance to a specific unit or establishment. Memorabilia may also include photographs (with captions, names, dates and other identification) of significant events, equipment, facilities, commanders, mascots and so on. This category does not include historic property as included in **6.2.1.** The USAFHP Director provides security and long-term storage for retired memorabilia.

6.2.4.2. An inactivating organization forwards items in one 8115-00-935-6531 box, as listed in the GSA catalog. An equivalent triple-walled cardboard box with measurements of 43"x 31³/₄" x 20¹/₂", not to exceed 75 pounds in weight when full, may be substituted.

6.2.4.3. Consult USAFM/MUC with questions regarding materials for retention.

6.2.4.4. Upon reactivation of the organization or transfer of its lineage to another organization, the organization sends a request, including a fund cite, to USAFM/MUC for return of the items.

6.2.5. Restoration Support Items (RSI). Are parts and accessories that you need to restore historical properties. (Examples: instruments, aircraft or missile components, propeller components, engine

parts, tires, and canopies.) USAFHP activities are accountable for RSI materials, which they control using local methods. Maintain inventories and finding aids. Do not stock RSI materials that exceed your need; report such excesses to the MAJCOM/HO. The MAJCOM/HO reports command excess to the USAFHP Director for disposition. (See [6.2.1.](#))

6.2.6. Museum Support Articles. Are nonstandard items such as dioramas, models, reproductions and special display furniture. They are neither original historical artifacts nor standard Air Force equipment as defined by AFMAN 23-110, Volume 2, Part 13, *Standard Base Supply Customer's Procedures*. They may, however, be items of significant monetary value. Account for them through local inventories and finding aids.

6.2.7. Activity Property. Includes expendable and nonexpendable equipment and supplies received through normal supply channels for operational support. Account for activity property through normal supply procedures as required by AFMAN 23-110.

6.2.8. Educational Support Items. Includes generic apparel, insignia and hardware items used in educational programs. No weapons or radioactive items may be included in this category. Items may only be placed in this category after approval by USAFM/MU and the completion of the deaccessioning process by USAFM personnel.

6.2.8.1. All items must initially be accessioned into the historical property collection to establish accountability. Once accessioned, the HPC may recommend to the MAJCOM/HO that items be deaccessioned to the educational support item collection. The HPC sends an image, a one-paragraph justification statement and a copy of the original **AF Form 3582, USAF Museum System Accession Worksheet**, to the MAJCOM/HO for review.

6.2.8.2. The MAJCOM/HO forwards the application, supporting information, and a recommendation to USAFM/MU. USAFM/MU may either approve or deny the recommendation, or request more information. IF the recommendation is approved, USAFM/MUC will complete deaccessioning procedures and notify the MAJCOM/HO of the object's change in status.

6.2.8.3. The HPC will locally account for educational support items. Items will be permanently marked with a local accountability number. Local accountability numbers will differ in format from historical property accountability numbers, to avoid confusing the two categories of property.

6.2.8.4. Educational support items will only be disposed of through DRMO. Educational support items will not be donated, sold, exchanged, or otherwise disposed of. Because the items were formerly historical property, the HPC will maintain all disposition paperwork in the item's original accession file.

6.2.8.5. HPCs will ensure that appropriate sanitation and health safeguards are in place regarding the repeated wearing of educational support item apparel by museum visitors.

6.3. National Register of Historic Places . Historical property in the National Register includes the physical remains of prehistoric or historic districts, sites, buildings, structures or objects significant in American history, architecture, archeology, engineering or culture. USAF static display aerospace vehicles will not be nominated for inclusion on the National Register. For guidance on the criteria used to designate and protect National Register properties, consult AFI 32-7065, *Cultural Resources Management*, and the Directorate of Environmental Quality, HQ USAF/CEVP.

6.4. Loaning Historical Property. The USAFHP Director controls, allocates and distributes all historical property. Only the USAFHP Director may loan historical property to Air Force, Department of Defense (DoD) and other Federal organizations, foreign governmental or military museums or civilian museums for static display purposes. Heritage activities may not make third-party loans of historical property.

6.4.1. Do not loan historical property to support non-museum events. These include social occasions, parades, reenactments, retirements and change of command ceremonies. Do not use historical property merely to decorate clubs, recreation centers or similar facilities. Exhibits at locations on base other than the AFFM, under the control of the director or HPC, are not considered loans for the purpose of this instruction.

6.4.2. When it complies with U.S. law and DoD Directives and serves the interest of the USAFHP, the Air Force, or the Government, the USAFHP Director may budget and pay for moving historical aerospace vehicles or other historical property for display or storage. (Example: an aircraft that cannot be moved to and displayed at the USAFM because of size, runway length, condition or logistical considerations. The Director may have it flown to another museum at USAFM expense for display rather than losing it from the historical collection.)

6.4.3. The borrowing organization agrees to return said property to USAFHP on termination of the agreement or earlier, if the borrowing organization determines that the property is no longer required, at no expense to the USAFHP.

6.4.4. USAF static display aerospace vehicles may be temporarily relocated to ceremony sites on base under the following conditions:

6.4.4.1. MAJCOM/HO approval has been obtained, including schedule of movement and return.

6.4.4.2. The aircraft do not require disassembly or removal from permanent mounts.

6.4.4.3. Tire, wheels, bearings and struts are serviceable.

6.4.4.4. Appropriate aircraft maintenance and erection manual (T.O. -2) procedures are followed and appropriate, serviceable towbars and tugs are used. Affirm that qualified personnel will perform aerospace vehicle movement and will be present at the ceremony.

6.4.4.5. All towing is across improved surfaces.

6.4.5. Only the USAFHP Director may loan or donate historical property for static display purposes to domestic non-Federal, nonprofit, educational museums that meet the requirements of 10 USC 2572 and DoD 4160.21-M. See [Chapter 12](#).

6.4.5.1. The USAFHP Director sets policy, qualification requirements and application procedures for loaning historical property to civilian museums. See [Chapter 12](#).

6.4.5.2. USAFM/MUC prepares standard loan agreements or conditional deeds of gift according to DoD 4160.21-M and AFMAN 23-110.

6.5. Acquiring Property. The USAFHP Director is the Air Force point of contact for all historical property acquisitions to support USAFHP activities. All acquisitions, donations, purchases, loans and transfers must fit the activity's collections policy.

6.5.1. Only the USAFHP has the authority to directly contact HQ USAF/XPPL and Air Force Materiel Command (AFMC) System Program Directors (SPD) on the availability and acquisition of historical aerospace vehicles. According to AFI 16-402, *Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination*, HQ USAF/XPPL may reallocate to the USAFHP aerospace vehicles that exceed the Air Force operational inventory, ground training, or other requirements. Aerospace vehicles from the existing USAFHP collection, private donations, other Air Force assets in storage, DoD excesses, the General Services Administration or the Drug Enforcement Agency may also be obtained for allocation within the System.

6.5.2. USAFM/MUX maintains request lists for aircraft and missiles by mission, design and series (M/D/S) showing the requester and date of request. These lists will have been screened and approved by the appropriate MAJCOM/HO and MAJCOM/CV.

6.6. Requesting Aerospace Vehicles and Engines. Submit requests by letter, signed by the organization commander, through the MAJCOM/HO to USAFM/MUX. In the letter, include:

6.6.1. M/D/S, including the serial number, if you are requesting a particular airframe.

6.6.2. Unit to which the airframe is assigned and years of assignment.

6.6.3. Justification based on the activity's scope of collections statement.

6.6.4. Any other data to support the request, including manner of display.

6.6.4.1. The MAJCOM/HO forwards the request to USAFM/MUX with recommendations. If approved, USAFM/MUX adds the request to the consolidated request list and notifies the requester of its status.

6.6.4.2. The USAFHP Director processes requests on a **first-asked, first-served** basis. When allocating scarce resources, however, the USAFHP Director considers factors such as historical significance, scope, size of collection, indoor display capability or the requester's capability to restore, maintain or relocate an item.

6.6.4.3. USAFM will not allocate aerospace vehicles to the field without obtaining a written request from the gaining activity and MAJCOM/HO concurrence.

6.6.4.4. USAFM/MUX coordinates the delivery of aerospace vehicles with the losing and gaining organizations and prepares the required accountability documents. USAFM/MUC will loan the airframe to the gaining heritage activity.

6.6.4.5. Forward all aircraft operational records (AFTO 781 file, AFTO Forms 95, significant historical data, etc.) to USAFM/MUC upon delivery of the aerospace vehicle. Gaining units will provide a copy of the unit's termination message for aircraft being delivered from the AF operational inventory (AFOE) to the Command Historian and USAFM/MUC.

6.7. Losing Organization Preference (LOP). Requests for aerospace vehicles that are now serving with the requesting organization receive priority. Priority also goes to requests for retired items if the requesting organization can show (by serial number) that the particular item was assigned to it.

6.8. Requesting USAFM Historical Property. The USAFM may loan historical property it does not need to other USAFHP activities. Such loans permit the broadest use of historical resources.

6.8.1. Send written requests through the MAJCOM/HO to USAFM/MUC, to include written assurance of meeting MAJCOM/HO security and exhibit criteria.

6.8.2. A USAFHP curator reviews the list and decides whether to approve the loan of each item.

6.8.3. Upon approval, the requester works with USAFM/MUC to complete an HPA, which states the conditions of the loan and responsibilities of the borrower. The requester sends a fund cite and a letter appointing an organizational HPC, including mailing information, to USAFM/MUC.

6.8.4. USAFM/MUC ships the approved items with the HPA and **DD Form 1149, Requisition and Invoice/Shipping Document**. When the shipment arrives, the gaining organization's HPC physically inventories all items. The organizational commander signs and returns one copy of the **DD Form 1149** and the HPA through MAJCOM/HO to USAFM/MUC.

6.8.5. USAF historical property is loaned for display purposes only. Do not borrow historical property solely to store it. Display borrowed property within six months of receipt of the item(s).

6.9. Additional Sources. After coordination with MAJCOM/HO and approval by USAFM, heritage activities may also acquire historical property through these channels:

6.9.1. DoD Excess Items. Items for display may occasionally be available from DoD or the other services through the DoD supply system. Request USAFM/MUC to contact the appropriate item manager to determine whether a particular item is available. If DoD doesn't need the item, the item manager may transfer it to the USAFHP. To effect the transfer, USAFM/MUC sends **DD Form 1348-1A, Issue Release/Receipt Document**, to the item manager. Upon completion of the transfer, USAFM/MUC loans the item to the requestor using a **DD Form 1149**.

6.9.2. Supply. When no excess is available, use supply channels to obtain items. Heritage activities must budget and pay for such acquisitions. Upon receiving the historical property, report it to USAFM/MUC. It will then be accessioned into the USAFHP collection, placed on the HPA of the requesting activity, and loaned using a **DD Form 1149**.

6.9.3. Transfers. According to this instruction and AFMAN 23-110, Volume 2, Part 1, *Standard Base Supply Customer's Procedures*, a heritage activity may transfer items on organizational equipment accounts (CA/CRL) to the USAFHP as historical property for display purposes at no cost. The requesting activity provides a **DD Form 1348-1A** with the National Stock Number (NSN), nomenclature, other identifying information and the organization's point of contact to USAFM/MUC. USAFM/MUC sends a **DD Form 1348-1A** accepting the item as historical property. The item is then added to the activity's HPA and loaned using a **DD Form 1149**.

6.9.4. Tables of Allowance. Items acquired as historical property or RSI do not require authorization on the organization's Tables of Allowance. Activity property (i.e., slide projectors, video tape players, or air compressors that are used to construct or run exhibits and perform aircraft maintenance) does require authorization.

6.10. Gifts. Process offers of gifts of historical property according to AFI 51-601, *Gifts to the Air Force*. Do not accept gifts that come with limiting conditions or high maintenance costs. Do not accept gifts that incur some explicit or implicit responsibility (for example, an agreement to display or exhibit, or to retain at one specific location). Inform potential donors that the donation is to the Air Force historical property collection and not to a specific heritage activity.

6.10.1. Use **AF Form 3571, USAF Museum System Proffer of Gift Agreement**, for gifts of historical property (see **6.15.**). Use the formats in AFI 51-601 for accepting or rejecting other types of property. Acknowledge all donations in writing. Keep the signed original in the item's accession folder. Give the donor a copy and forward a copy to USAFM/MUC.

6.10.2. AFI 51-601 and professional museum ethics prohibit USAFHP activities from assigning a value to a donation for donor tax purposes. Activities may, however, value the item to determine the proper acceptance path according to AFI 51-601 and to determine the level of security required (see **Chapter 8**).

6.10.3. Refuse donations that fall outside the scope of collection and mission statement. Refer donors of such materials to the MAJCOM/HO or to USAFM/MUC. When the items offered are of obvious military historical significance, accept the donation and process according to **6.15.** If the heritage activity cannot store the donation, contact USAFM/MUC through the MAJCOM/HO.

6.10.4. After acceptance at any level, title to historical property passes to the USAFHP.

6.10.5. The Air Force does not authorize acquisition of historical property by a private organization acting as a surrogate or the operation of a separate holding account for historical property.

6.10.6. Process gifts of real property according to AFI 51-601.

6.10.7. Process gifts of personal papers or other historical documents not related to exhibits according to AFI 84-101.

6.10.8. MAJCOM/HOs will notify USAFM/MUC when items of high intrinsic or commercial value are received within their commands.

6.11. Accepting Loaned Property. Acceptance of loaned property obligates the U.S. Air Force to private individuals, groups and other governmental agencies. Loans should only be considered under extraordinary circumstances for specialized short-term exhibit purposes. MAJCOM/HO must approve the loan in writing. Loans may be for no longer than one year.

6.11.1. Use **AF Form 3572, USAF Museum System Loan Agreement**, to document the loan. This form may be locally reproduced. Provide the lender with a copy of the form.

6.11.2. AFHHs will not enter into any loan agreements for artifacts.

6.11.3. AFFMs and airparks will not unilaterally enter into any loan agreements for historical aerospace vehicles with a third party.

6.12. Third-Party Loans of USAFHP Property. Third-party loans of Air Force historical property may only be made with the express written approval of the USAFHP Director. Forward all requests for such loans through MAJCOM/HO to USAFM/MUC. Such loans are strongly discouraged.

6.13. Air Force Museum Artifact Tracking System (AFMATS). The Air Force Museum Artifact Tracking System (AFMATS) is the central accounting and management program for Air Force historical property. AFMATS is administered by USAFM/MUC.

6.13.1. All heritage activities with more than 100 items of historical property are required to use AFMATS. Activities with fewer than 100 items may use AFMATS, but are not required to do so.

Activities that do not use AFMATS will report items of historical property to MAJCOM/HO, who will be responsible for ensuring that items are reported using AFMATS to USAFM/MUC.

6.14. Inventory Reporting and Control. Proper stewardship of USAFHP collections includes regular and comprehensive inventories of all historical property. IAW RCS: HAF-HO(A)8801, *Report of Historical Property*, USAFM/MUC must account for and report all USAFHP historical property biennially. For historical property on loan to heritage activities, USAFM/MUC sends out the Report of Historical Property (inventory) and a “Points of Contact” list to each MAJCOM/HO no later than 1 February of the appropriate year. MAJCOM/HOs will in turn coordinate with the HPCs of their individual heritage activities to accomplish a comprehensive wall-to-wall inventory of all historical property. USAFM/MUC staggers this inventory schedule so that only half of all heritage activities submit their certified inventory lists in any calendar year. MAJCOM/HOs will reply back to USAFM/MUC with completed inventories no later than 1 May of the same year.

6.14.1. To accomplish inventories, heritage activities will:

6.14.1.1. Physically inspect each item and verify nomenclature and accession number against the inventory listing provided by USAFM/MUC. They will also note any discrepancies such as shortages, damage or deterioration, and provide a brief explanation of the problem and recommended corrective action. Prior to submission, heritage activities will review the “Points of Contact” list sent with their inventory and annotate changes, corrections, etc. as needed. If a new HPC has been assigned, his/her appointment letter, signed by the Commander, must be included (see [6.16.](#)).

6.14.1.2. List any historical property received from sources other than USAFM for display purposes which do not appear on the inventory. Provide completed AF Form 3582, USAF Museum System Accession Worksheet (see [6.15.2.](#)), photographs (see 6.14.5), AF Form 3571, Proffers of Gift (if appropriate) (see [6.15.1.](#)), and all other accountability paperwork which accompanied the property. These items will be added to your loan inventory.

6.14.1.3. Every fourth year, on a schedule established by USAFM/MUC, MAJCOM/HOs will include in their biennial reporting requirements color photographs of all historical property regardless of location. Photograph each item. Provide a standard 3x5 or 4x6 35 mm color print or digital image in “jpeg” format of each *artifact on display (or in collection)* in sufficient detail to permit positive identification. Insure the artifact’s accession number is in the photograph, or clearly marked on the back of the print. If photographs are digital form, the accession number must be in the image and also must be the image file name. Also provide standard 3x5 or 4x6 35 mm color print or digital image in “jpeg” format of each *aircraft and missile* in sufficient detail to show the overall condition and serial number of the airframe. Insure the M/D/S (model, design, series), serial number, and USAFM accession number is clearly marked on the back of each print. If an aircraft or missile has been repainted to represent another airframe, label the print with the actual tail number shown on the DD Form 1149 for that airframe.

6.14.2. When complete, HPCs will sign inventory lists certifying that all historical property has been physically inventoried and accounted for and any discrepancies noted (see [6.17.](#) for guidance on lost or damaged historical property). Completed inventory packages will include the signed and certified inventory list (see [6.14.](#)), an updated HPC “point of contact” list, one copy of the HPA signed by the organizational commander or vice commander, and photographs or digital images of all historical property on the loan inventory (if applicable).

6.14.3. Photograph each item. Provide a standard 3x5 or 4x6 35 mm color print or digital image in “jpeg” format of each *artifact on display (or in collection)* in sufficient detail to permit positive identification. Insure the artifact’s accession number is in the photograph, or clearly marked on the back of the print. Also provide standard 3x5 or 4x6 35 mm color print or digital image in “jpeg” format of each *aircraft and missile* in sufficient detail to show the overall condition and serial number of the airframe. Insure the M/D/S (model, design, series), serial number, and USAFM accession number is clearly marked on the back of each print. If an aircraft or missile has been repainted to represent another airframe, label the print with the actual tail number shown on the DD Form 1149 for that airframe.

6.14.4. When complete, HPCs will sign inventory lists certifying that all historical property has been physically inventoried and accounted for and any discrepancies noted (see 6.17. for guidance on lost or damaged historical property). Completed inventory packages will include the signed and certified inventory list (see 6.14.), an updated HPC “point of contact” list, one copy of the HPA signed by the organizational commander or vice commander, and photographs or digital images of all historical property on the loan inventory.

6.15. Accountability Records. All USAF heritage activities must ensure the accountability of historical property.

6.15.1. Establish accountability of historical artifacts within 24 hours of receipt by logging in the heritage activity's accession register. Include the donor name or source, nomenclature, date and who accepted the property. Complete an **AF Form 3571, USAF Museum System Proffer of Gift**, for all donated historical property. All historical property in the custody of a heritage activity must be accessioned.

6.15.2. Catalog each artifact within 30 working days using **AF Form 3582, USAF Museum System Accession Worksheet**, which constitutes the primary record of all historical artifacts (Detailed instructions for completing **Form 3582** are available by request from USAFM/MUC).

6.15.3. Every 120 days, report new acquisitions to USAFM/MUC using AFMATS database or **AF Form 3582**. Send informational copies to the MAJCOM/HOs. In the report to USAFM/MUC, include copies of **AF Form 3571** or other transfer documents. Provide EOD inert certification statements and Radiation Safety Forms as required by the object. Include color photographs or digital images in AF standard format (See 6.14.). NOTE: The time requirement for reporting acquisitions will change after AFMATS becomes an Internet-based system.

6.15.4. Maintain the following collections management accountability documents in six-part folders or other appropriate records management files:

6.15.4.1. Accession register. A list of accessions by number. Source document for accession numbers.

6.15.4.2. Accession folder for each accession, containing the original **AF Form 3571** or appropriate transfer documents, supporting documentation, correspondence, and **AF Form 3573, USAF Museum Artifact Condition and Conservation Record**, EOD inert certification statements and/or Radiation Safety Forms as required by the object. Historical property on loan from the USAFM retains the USAFM accession number.

6.15.4.3. Historical property photographic negative files, if applicable.

6.15.4.4. Current historical property agreement (HPA) and inventory provided by USAFM/MUC.

6.15.5. Heritage activities with aerospace vehicles must maintain the following additional collections management accountability documents:

6.15.5.1. Individual aerospace vehicle files organized by aircraft M/D/S. These contain transfer documents, radiation survey forms, **AF Form 3580, Static Display Aerospace Vehicle Acceptance, Condition, and Safety Certificate**, all related correspondence, and **AF Form 3581, Static Display Aerospace Vehicle Maintenance Log**.

NOTE: Forward all aircraft operational records (AFTO 781 file, AFTO Form 95, significant historical data, etc.) to USAFM/MUC. Retain copies in aerospace vehicle files.

6.15.5.2. Use **AF Form 3581** to record all maintenance, repair, and other actions. Such actions include painting, washing, RSI installation or removals, part removals, weapons uploads, repair, and bird and weather proofing. This form serves as an accountability document to show the disposition of RSIs or historical property that was added to the vehicle. **AF Forms 3580** and **3581** may be locally reproduced.

6.15.5.3. Maintain aircraft files for as long as the airpark possesses the aerospace vehicle. Transfer the file with the aerospace vehicle or retire it to USAFM/MUC if the aircraft is disposed off.

6.16. Change in Historical Property Custodian or AFFM Director. Each time a new HPC or AFFM director is appointed, the organization's commander:

6.16.1. Advises the MAJCOM/HO in writing, within 90 days, of a change. MAJCOM/HOs forward notification and letter appointing new director or HPC (including mailing information) to USAFM/MUC and request a current inventory list.

6.16.2. After USAFM/MUC sends the current inventory to the organization, directs the incoming and outgoing HPCs or directors to conduct a joint inventory. The incoming HPC or director signs the inventory list certifying that all historical property was physically inventoried and accounted for. Report any discrepancies. (See [6.17](#) for guidance on lost or damaged property.)

6.16.3. If an outgoing AFFM director or HPC will depart before the arrival or appointment of a replacement, appoint an acting director or interim custodian to certify the inventory list.

NOTE: Failure to follow these instructions shifts liability for lost or damaged historical property to the organizational commander.

6.17. Lost and Damaged Property. If historical property is suspected to be or confirmed as lost, damaged or destroyed, the responsible activity must notify USAFM/MUC within 1 working day. If the USAFHP Director deems it necessary, request the commander of the installation on which the subject AFFM, AFHH, or airpark is located to initiate a **DD Form 200, Financial Liability Investigation of Property Loss**. Then the organizational commander appoints a surveying officer according to AFI 23-220, *Reports of Survey for Air Force Property*.

6.17.1. The Air Force 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.

6.17.2. The surveying officer provides copies of all investigation reports through MAJCOM/HO to USAFM/MUC. Based on this report, and depending upon the circumstances of the loss and the value of the property involved, the USAFHP Director may authorize the deaccession of the item. USAFM/MUC will provide a copy of the deaccession voucher to the heritage activity, clearing them of accountability for the item.

6.17.3. The USAFHP Director decides how to dispose of damaged or destroyed heritage assets.

6.18. Movement. The gaining organization and its parent MAJCOM must safely move USAFHP aerospace vehicles and artifacts to, from, or between display, storage and restoration sites. Before moving historical property, obtain written approval from the USAFHP Director.

6.18.1. The gaining organization bears the expense of moving, reclaiming or demilitarizing historical property. In the case of civilian museums, this cost cannot be at the government's expense.

6.18.2. Do not cut structural members or components to facilitate movement or relocation without getting the written approval of the USAFHP Director.

6.18.3. Although USAFHP aircraft may appear to be flyable they will not be flown.

6.18.4. Air Force Operational Excess (AFOE) Deliveries.

6.18.4.1. The gaining organization provides MAJCOM/HO and USAFM/MUC with a copy of the unit's termination message or arrival message within 24 hours.

6.18.4.2. USAFM/MUC supplies the certification and loan documents.

6.18.4.3. Reclamation requirements are provided by the appropriate System Program Director (SPD) at the request of HQ AFMC/AVDO.

6.18.4.4. If the reclamation list ("save list") has not been received within 30 days of flight delivery, contact the MAJCOM/LG-AVDO through MAJCOM/HO for assistance (with an informational copy to USAFM/MUC).

6.18.4.5. The gaining organization sends safety certifications and verification of completion of reclamation through the MAJCOM/HO to USAFM/MUC within 60 days.

6.18.5. Once delivered to a display site, additional flights of static display aircraft at that site are prohibited.

6.18.6. Follow similar procedures for termination flights of aircraft being received from other government agencies or completed under contract by commercial firms. The gaining organization accepts control and accountability after the aircraft has landed.

6.18.7. The USAFM does not accept accountability for a new acquisition from AFOE, 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 all safety and demilitarization actions are accomplished.

6.18.8. Large or unusual items such as aerospace vehicles being moved via surface movement are transferred for movement to the gaining organization. The gaining organization assumes accountability for mishaps. The gaining organization oversees security of the load, road clearances, qualifications of the drivers, special licenses and permits and all other considerations.

6.18.9. The gaining organization properly packages the artifact for movement by commercial air or surface cargo. The gaining organization and its MAJCOM must contract with commercial or military agencies to safely move historical property. Use a mode compatible with the delicacy of the item being shipped.

6.18.10. Ship sensitive, high-dollar value, and high value historical property (defined in 8.1.5.) via registered, return-receipt requested, US Mail (when within the U.S.), within Postal Service size and weight restrictions.

6.19. Disposing of Historical Property. Each AFFM director or HPC notifies the MAJCOM/HO of excess property.

6.19.1. MAJCOM/HOs, in coordination with USAFM/MUC, may authorize the transfer of property to other historical property collections within their command. Property excess to the Command (except activity property as defined in paragraph 6.17.) will be reported to USAFM/MUC for reallocation to other Commands, use in the USAF Civilian Museum Loan Program, USAF Static Display Program or use in the USAFM Exchange Program. Based on these requirements the USAFHP Director will issue a disposition plan to cover these alternatives. Property that is not going to be reallocated will be disposed of through the DRMS.

6.19.2. Excess property will not be (a) given, sold or traded away; (b) returned to donors if it has been accepted as a donation and accessioned into the USAF Historical Property Collection; (c) transferred to civilian museums without approval of the USAFHP Director; or (d) transferred to other heritage activities without approval of the USAFHP Director and MAJCOM/HOs.

6.19.3. USAFM/MUC will be responsible for preparing all transfer documents. The AFFM Director or HPC will be responsible for preparing all turn-in documents for property being entered into the DRMS. Provide copies of all turn-in documents (listing each item individually or by accession number) to USAFM/MUC.

6.19.4. Return to donors items that were offered to the USAFHP but not accepted or accessioned as historical property. If the donor cannot be located or refuses the return, turn the items over to the base security forces for disposition as lost and found property according to AFI 31-209, *Air Force Resource Protection Program*.

6.19.5. If historical property has been declared excess and is being returned to USAFM, the agency disposing of the property bears the expense of moving, reclaiming or demilitarizing the property.

6.20. Managing Restoration Support Items (RSI). RSI, while not generally listed on the unit equipment account, are nonetheless Government property and must be controlled. As a minimum, keep accurate records of each item with an identifying RSI sequence number, its nomenclature, numbers on hand, application and location. You may transfer RSI between system activities, but annotate local records to show inventory adjustments.

6.20.1. RSI will not be released to non-USAFHP activities.

6.20.2. RSI must support present and planned restoration projects and must be justified against such requirements. You may also keep a limited number of items for future repair or replacement needs. These include canopies, windscreens and tires. Do not stockpile (hoard) items above justified needs. The individual activity and its MAJCOM control quantities. Accumulated RSI stocks cannot be exchanged outside the USAFHP.

6.20.3. If an RSI has been determined to be historical property for use in an exhibit, report the item to USAFM/MUC as historical property, drop it from the RSI register and accession it into the USAFHP collection.

6.20.4. RSI sources include excess stocks from item managers, DoD reclamation activities, normal supply channels, Defense Reutilization and Marketing Offices (DRMOs) and transfers from other USAF heritage activities.

6.20.5. An activity may submit a Military Standard Requisitioning and Issue Procedures (MILSTRIP) request for restoration or repair purposes to the Aircraft Maintenance and Regeneration Center (AMARC) through MAJCOM/LG channels. Provide the following information:

6.20.5.1. M/D/S, serial number and USAFHP accession number of the historical property on which you will have the part or parts installed.

6.20.5.2. Part number (PN) or National Stock Number (NSN).

6.20.5.3. Technical Order (T.O.) reference including:

6.20.5.3.1. T.O. number.

6.20.5.3.2. Figure number in T.O. that shows the part.

6.20.5.3.3. Index number of the part.

6.20.5.3.4. Complete nomenclature of the part.

6.20.5.3.5. Quantity requested.

6.20.5.4. Shipping information including:

6.20.5.4.1. Department of Defense Activity Address Code (DODAAC) number of the requesting heritage activity.

6.20.5.4.2. Ship To and Mark For addresses.

6.20.5.4.3. Point of contact, DSN telephone number, DSN fax number and electronic mail address at the requesting organization.

6.20.5.5. The part or parts being replaced by items requested through MILSTRIP will be disposed of through DRMO channels.

6.21. Department of Defense Activity Address Code (DODAAC). All heritage activities except USAFM use the DODAAC assigned to their parent organization in all supply system and DRMO transactions.

6.22. DRMO Withdrawals. With prior approval of MAJCOM/HO, AFFMs, AFHCs and AFHHs may obtain RSI, historical property for display, and operating supplies through DRMO. Airparks are limited to RSI and those items or equipment needed to restore, repair and maintain historical aerospace vehicles and ground support equipment. Obtain Table of Allowance authorization for equipment acquisition.

6.23. Aircraft Parts Removals. Other than items specified in reclamation lists provided by the AFMC Program Managers, removal of parts from USAF static display aerospace vehicles for use on operational aircraft, bench stock support, turn-in for BOS credit or any other purpose is prohibited, except when

approved by the USAFHP Director on a case-by-case basis. Note: Aircraft destined for the USAF Museum are exempt from reclamation actions.

6.23.1. On a case-by-case basis, SPDs may request MICAP waivers. MICAP requests will be originated by the unit LG, through MAJCOM/LG and MAJCOM/HO to the appropriate SPD. Send informational copies to USAFM/MUC.

6.23.2. SPD requests will be forwarded to HQ AFMC/LGI for review and recommendation to USAFM/MUC. Such requests must contain detailed documentation of SPD efforts to obtain the required assets from the supply system, lateral support and AMARC and the reasons those actions were not successful.

6.23.3. Removals from USAF static display aircraft will be processed through standard supply channels to ensure visibility of the demand and appropriate reimbursements.

6.24. Archaeological Materials.

6.24.1. Archaeological materials and specimens recovered from Air Force-controlled lands are the property of the U.S. Government. AFI 32-7065, *Cultural Resources Management* provides guidance regarding Air Force archaeological materials.

6.24.2. Archaeological materials and specimens are not Air Force historical property. No USAFHP activity will be established for the primary purpose of displaying and caring for such materials.

6.24.3. Archaeological materials and specimens recovered from Air Force-controlled lands may be displayed and cared for at heritage activities. However, heritage activities should refuse donations of such material where the items offered are outside the mission and scope of the heritage activity.

Chapter 7

CONSERVATION AND DISPLAY STANDARDS

7.1. Conserving Artifacts. Do not use any artifact accessioned as Air Force historical property to serve its original function, no matter how sound its condition. Do not subject it to fair wear and tear through consumptive use. Do not wear historical clothing or fly, operate, or fire any artifact.

7.1.1. Protect all historical property from agents of deterioration. These include vermin, mold, mildew, mechanical stress, dust, pollution, vandalism, excessive heat and humidity, and visible and ultraviolet light extremes.

7.1.2. To preserve museum objects and prolong their usefulness to the study of material culture, keep all artifacts in normal museum conditions. Protect rare examples of historical aerospace vehicles and support equipment from the weather and changing climates. Do not display aircraft of predominantly wood and fabric construction outside.

7.1.3. Normal museum conditions are considered to be a stable environment that is free from repeated daily and seasonal extreme changes of temperature and humidity. Heritage activities should strive to maintain a constant temperature and relative humidity, with no more than a 5-degree temperature or 5-percent humidity variation from the professional standard for exhibit and storage areas. The USAFHP Director may modify that standard if necessary. Failure to control temperature and humidity may result in the removal of items that are negatively impacted by climatic fluctuations.

7.1.4. Protect delicate original fabrics, finishes and materials from deterioration by following generally accepted museum conservation standards found in *The Care of Antiques and Historical Collections* by A. Bruce MacLeish, published by the American Association for State and Local History, 1717 Church Street, Nashville TN 37203-2991. All USAFHP activities will refer conservation matters to the USAFM Conservator, USAFM/MUC.

7.2. Handling Artifacts. Within reason, display all artifacts in cases.

7.2.1. When handling artifacts, wear white cotton gloves (vinyl or unpowdered latex may be substituted) at all times.

7.2.2. Use museum-safe materials to construct exhibit furnishings, whether in-house, by contract, or by purchase. Such materials prevent contact between artifacts and hostile surfaces or between artifacts of dissimilar materials.

7.2.3. Mount all artifacts so that they are safe from movement, damage or theft. Do not use materials or methods of mounting that stress, damage or in any manner alter the artifact being displayed.

7.2.4. Do not put screws, nails, escutcheon pins, single- or double-sided tape or other adhesives in direct contact with any artifact. Do not use aquarium cement, which emits acetic acid during curing time.

7.2.5. All mat board, whether used as mounting, barriers or identification signs, must be 100 percent acid-free. Do not affix identification labels to artifacts.

7.2.6. Place all photographic prints in chemically inert polypropylene, polyethylene or polyester archival sleeves. Place all negatives in protective archivally safe acid-free non-buffered paper sleeves.

Wear white cotton gloves (*without* nonskid grips) when handling unsleeved photographs, negatives and transparencies.

7.2.7. Do not display original photographs, archival documents and records. Use photographic copies instead.

7.2.8. Address questions on standard conservation methods of mounting artifacts for display to the USAFM Conservator, USAFM/MUC.

7.3. Preserving and Restoring Aerospace Vehicles and Support Equipment. When repairing and restoring aerospace vehicles and support equipment, preserve their historical integrity. Use methods outlined in the appropriate Technical Order (T.O.) Dash 2 maintenance and erection manual and the T.O. Dash 3 structural repair manual. Do not inflict any damage on the airframe unless MAJCOM/HO has approved it for cannibalization. Make changes that compromise authenticity only to enhance the long-term preservation of items displayed outdoors. You must be able to reverse all such procedures. Use **AF Form 3581, Static Display Aerospace Vehicle Maintenance Log**, to record all preservation and restoration actions.

7.3.1. At a minimum, keep items from deteriorating further. Perform limited disassembly of the vehicle and selected disassembly of components. Thoroughly inspect the aircraft or missile, and locate, identify, and remove all areas of corrosion. Make sure the item is clean and free from dirt, debris, carbon and contaminants. Apply a corrosion-preventative chemical film as specified in the appropriate technical order to all surfaces, reassemble all components and items, apply final chemical coating, and protect it from the elements while it awaits restoration.

7.3.2. Restore aerospace vehicles to original manufacturer's or operational appearance for the period depicted. Systems need not be operational. You may leave some interior areas unrestored but they must be as received. The work need not conform to airworthy standards. Repair all damage. Strip, clean, brighten, coat with a corrosion preventative and give a final finish coat to the airframe. Damaged or missing components may be remanufactured 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 9** for dealing with radioactive components before doing any work on an aerospace vehicle. Fulfill all local bioenvironmental requirements.

7.3.3. MAJCOM/HO (or senior historian for DRUs and FOAs) approves color, markings and insignia (CMI) packages. The requesting unit will be responsible for development of a package that includes the current paint scheme, the proposed paint scheme and a justification for the change. All research associated with any proposed CMI packages will be conducted by the requesting unit. Units may paint aircraft to represent another aircraft of the same series and model with the written permission of the MAJCOM/HO.

7.3.4. Do not compromise authenticity by adding spurious names, logos, nose art, or other identifying features that violate the historical accuracy of the CMI. Do not compromise CMIs for reasons of personal edification. Do not mix markings from a variety of aircraft, i.e. 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 being applied, keeping in mind the "window" or "moment" of history you are representing. Fully document the markings being applied to static display aircraft.

7.3.5. Coordinate required periodic washing of static display aircraft to comply with all local environmental policies and regulations.

7.3.6. Annotate the appropriate **AF Form 3581, USAF Museum Aerospace Vehicle Static Display Maintenance Log**, accordingly. Keep an aircraft's true tail number on all records.

7.4. Designing Exhibits. Exhibits must follow an approved storyline, be historically accurate, without distortion and in good taste.

7.4.1. Design exhibits to prevent visitors from casually touching or handling the artifacts, except in circumstances where visitor participation is the goal. Do not use radioactive materials in exhibits intended for visitor participation.

7.4.2. Whenever in doubt on historical facts or interpretations, coordinate drafts of exhibit scripts with MAJCOM/HO.

7.4.3. Because of the strong potential for irreparable damage to airframes over time, bombs, missiles and other equipment should not be hung on the wings of aerospace vehicles. For display purposes, use lightweight replicas of fiberglass or other inert materials instead. Contact USAFM for a list of vendors for such equipment.

7.4.4. Comply with the exhibitry standards outlined in [Attachment 4](#).

7.5. Programs.

7.5.1. Heritage activities should support the Air Force and their mission statements through educational programs and activities in addition to exhibits and group tours.

7.5.2. Heritage activities should perform their educational mission through outreach programs and activities such as but not limited to lectures, guest speakers, school presentations and multimedia presentations.

Chapter 8

SECURITY AND RESOURCE PROTECTION

8.1. Securing Property. Security within the USAFHP is broadly defined to include the physical security of facilities and historical properties from theft (internal and external), fire, safety (employee and public), and natural disaster. Security is a management responsibility executed in concert with the installation's resource protection organization.

8.1.1. Methods of meeting security needs must not alter or in any way harm the integrity of Air Force historical property.

8.1.2. AFFM directors and HPCs, assisted as necessary by other base agencies, conduct a risk assessment to identify the most probable threats and hazards and those potential losses that would most critically affect the USAFHP activity. HPCs of AFHCs and AFHHs occupying part of another facility may incorporate their requirements into those of the overall building custodian.

8.1.3. The USAFHP Director may authorize exemptions to this instruction in writing as long as such exemptions do not compromise the safety of personnel or the preservation of artifacts.

8.1.4. Historic aerospace vehicles, their components, and all other classes of property previously defined are Government property. When dealing with them follow all applicable directives for accountability, control and safeguarding. Do not sell, give away, trade or loan these items. RSI, though not historical property, remain Government property and must be controlled according to local methods and procedures.

8.1.5. Protect historical property defined as high value historical property (HVHP) according to AFI 31-209, *Air Force Resource Protection Program*.

8.1.6. Other items of historical property may not meet the high cash value resource definition in AFI 31-209 but, because of their historical provenance, require similar protection. The USAFHP Director and the AFFM director or HPC may designate this property as HVHP. The level of protection, which may include intrusion detection system (IDS) equipment, is based on the value as determined by the AFFM director or HPC and coordinated with base security police. Keep an appraisal value listing for HVHP and high cash value resources on display or in storage for such purposes.

8.1.7. Keep HVHP and high cash value resources stored within the AFFM inside secure containers or safes. Use AFI 31-209 to determine security requirements for funds storage and to determine the type of container or safe to use. Use the museum's appraisal value listing to determine the dollar value and the appropriate requirements to follow in AFI 31-209.

8.1.8. Display HVHP, high cash value resources, and all weapons in secure cases, built to the security case standards contained in [Attachment 4](#). Provide such cases with IDS protection.

8.1.9. AFHHs must contact USAFM/MUC for guidance in determining values and security requirements for high cash value resources and HVHP before displaying them.

8.2. Safety. Do not use aeronautical components from USAFHP historical aerospace vehicles on loan from the USAFHP collection in operational Air Force aerospace vehicles. These items include engines, starters, pumps, actuators, radios, propellers, wheels, tires, and structural components. (See paragraph [6.23](#).)

8.2.1. Remove from historical aerospace vehicles all cartridge-activated or propellant-activated devices (CAD/PAD) after delivery and before display. Take similar safety actions for high-pressure air bottles, fire extinguishers, toxic oxidizers, spring-loaded devices, pyrotechnics, and other hazardous components of any item of historical property upon acceptance into the collection. Follow Instructions for Preparation and Maintenance of Aerospace Vehicles, HPA Attachment A, to ensure the safe display of the item. Certify these actions on **AF Form 3580, Static Display Aerospace Vehicle Acceptance, Condition, and Safety Certificate**. Keep the original in the activity's individual aircraft file and forward a copy to USAFM/MUC.

8.2.2. During maintenance and restoration you may encounter hazards, such as asbestos and other toxic materials used in aircraft and missile manufacturing. Coordinate all maintenance and restoration actions with the installation bioenvironmental engineer to ensure visitor and staff safety. See **Chapter 9** for radiation safety.

8.2.3. The safety and demilitarization of Air Force historical property on loan to heritage activities is the responsibility of the HPC.

8.2.4. The USAF Museum may request nearby active, National Guard and Air Force Reserve units to inspect Air Force historical property on loan to civilian museums.

8.3. Planning for Emergencies.

8.3.1. Provide fire detection in all locations where historical property is displayed or stored, and connect the central alarm to the installation fire department.

8.3.2. Provide fire suppression systems, in addition to fire extinguishers, in all display, workshop and storage areas of the facility.

8.3.3. You may install Intrusion Detection System (IDS) equipment instead of other security requirements to supplement existing security measures. Provide after-hours IDS protection in all areas of the facility, including workshops and museum storage, with the central alarm connected to the installation security office. USAFHP activities without IDS must include a requirement for it in their submission to the organization's financial plan.

8.3.4. Do not store hazardous materials near artifact storage, preparation or display areas.

8.3.5. Be certain that the installation fire marshal inspects fire detection and suppression systems on a regular basis as required by applicable AFIs and local policies.

8.3.6. Be certain that the installation fire marshal installs and inspects emergency, battery-powered lighting systems on a regular basis as required by applicable AFIs and local policies.

8.3.7. Heritage activities with IDS equipment must develop an MOU with the installation security police to test this equipment on a regular basis.

8.3.8. Heritage activities that are attended by and regularly host visitors must establish Operating Instructions (OIs), MOUs, and other procedures to meet minimum museum security and emergency response needs. Develop each of the following procedures in coordination with the appropriate base agency to ensure compliance with AFIs:

8.3.8.1. Resource Protection. This includes opening and closing, anti-robbery and robbery response, bomb threat notification and evacuation, high cash value resource, HVHP and firearm inventories and confrontation management.

8.3.8.2. Fire Emergencies. This includes notification and evacuation procedures, fire extinguisher checks, emergency lighting checks and procedures to respond to water and smoke damage to the collection.

8.3.8.3. Disaster Preparedness. This includes plans to deal with tornado, severe weather, hazardous materials emergencies, and evacuations. Heritage activities must participate in base-wide disaster preparedness exercises and be included in the base emergency notification and recall plans. Disaster preparedness also includes post-emergency recovery actions and procedures.

8.3.8.4. Radioactive Material Emergencies. Coordinate these procedures with the base radiation safety officer (RSO) or bioenvironmental engineer.

8.3.8.5. Emergency Books. Develop emergency action books for the reception desk or another location that has good communications and access to the public areas of the facility.

8.4. Munitions. All USAFHP munitions (bombs, rockets, missiles, ammunition, flares, and other pyrotechnics) must be inert. Do not permanently mark or otherwise alter munitions. Qualified Explosive Ordnance Disposal (EOD) personnel must inspect all munitions and certify them in writing as inert. Accession records must show what actions were taken by whom and when to make the item safe. Display munitions with the normal INERT or EMPTY markings or decals.

8.4.1. To inspect and store live or suspected live munitions, contact the EOD office serving the installation. Develop procedures to render the item safe for storage or display and get written certification of those actions. Keep this certification in the accession folder for the item. Forward a copy to USAFM/MUC.

8.4.2. All munitions received without a certification of inspection and verification of inert status are assumed to be live and are held in an approved separate, secured storage area until inspected. To remove munitions for inspection by EOD, use **AF Form 1297, Temporary Issue Receipt**. To reconcile records, EOD provides a signed destruction certificate for any munitions it destroys because of safety considerations. Forward a copy to USAFM/MUC.

8.5. Display of Weapons. The USAFHP Director authorizes specific heritage activities to possess and display actual weapons. Authorized heritage activities will keep all firearms and artillery in the collection in a functional state in order to preserve their historical integrity and educational and aesthetic value. Render firearms temporarily inoperable by removing firing pins, internal mechanisms or parts. Removal of parts must not alter the external aesthetic appearance or detract from the display value. Clearly identify and securely store any parts removed. Do not cut, weld, deface or permanently alter any historical weapon.

8.5.1. Do not display functional weapons. Render display weapons temporarily inoperable. Exceptions are allowed for:

8.5.1.1. Antique weapons manufactured before 1898.

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

8.5.2. The USAFHP Director decides whether a weapon is antique or unique (and therefore an exception to the weapons on display rule). The local security officer, the AFFM director or HPC, and this instruction determine security needs for antique and unique weapons on display.

8.5.3. Secure weapons on display to prevent their easy removal. Make security measures inconspicuous so they do not detract from the display's aesthetic appearance. Use security fasteners or discrete cable locks to secure weapons displayed as a component of a larger system (e.g., a turret or aircraft).

8.5.3.1. Provide IDS protection for all cases displaying weapons.

8.5.3.2. Attach larger portable weapons on open display to display stands, the floor or other fixture. Provide IDS protection to facilities housing crew-served and other large weapons.

8.5.4. Do not display aircraft weapons under 30mm outdoors. Use replicas or non-receiver weapon components, barrels or barrel jackets to meet display requirements. Consult on a case-by-case basis with USAFM/MUC for security provisions and exhibit requirements for ground-mounted crew-served weapons (e.g., anti-aircraft batteries) displayed outdoors.

8.5.5. Secure all weapons not on display, whether operable or inoperable, according to AFI 31-209. Follow structural standards in DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*, for new construction or modification of facilities for storage of museum weapons. Modify existing facilities accordingly. When upgrading buildings, comply with approved plans for future development and new construction programs unless the National Preservation Act of 1966 precludes compliance.

8.5.6. Deactivated war trophy weapons that are categorized as unit memorabilia are not considered historical property. Report war trophies in accordance with AFJI 31-217, *Control and Registration of War Trophies and War Trophy Firearms*, and AFMAN 23-110, Vol. II, *USAF Supply Manual*.

8.6. Security Lighting. Place interior and exterior lighting in all museum buildings that contain historical property. Also place lighting in exterior display areas such as airparks to prevent vandalism and theft.

Chapter 9

RADIATION SAFETY

9.1. Program Direction. Radioactive materials can be present in a broad spectrum of domestic and foreign aviation artifacts produced as early as World War I. Materials made before the 1960s present a particular danger because of the wide use of radium at that time and the possibility of contamination due to oxidation and breakage. The USAFHP Director develops and disseminates policies and procedures for safely displaying, storing and handling radioactive historical property or components, including RSI, on public display or in storage, in accordance with AFI 40-201, *Management of Radioactive Materials in the U.S. Air Force*. Questions about handling these radioactive items are to be directed to the USAFM Radiation Safety Office, USAFM/MUR.

9.2. Radiation Safety Officer (RSO). All AFFM directors must designate, in writing, an AFFM RSO, who oversees the AFFM radiation safety program. For AFHCs, AFHHs and airparks, the commander of the sponsoring organization appoints, in writing, a qualified individual (normally the installation RSO) from the installation staff. The AFFM RSO or HPC must contact the installation RSO or Bioenvironmental Engineer (BE) to schedule initial and follow-up radiation surveys, as well as when anyone is to enter, or perform work on, static display aircraft or missiles. In addition, the HPC must contact the RSO (BE) when display cases containing radioactive artifacts are opened for any reason and whenever radioactive historical property or RSI is first acquired or received.

9.3. Initial Radiation Survey. All USAFHP activities schedule an initial radiation survey and inventory of items in or on all USAFHP historical aerospace vehicles and all other historical property on display or in storage. Complete the initial survey no later than 12 months after the publication date of this instruction.

9.3.1. Schedule detailed internal and external radiation measurements of all historical aerospace vehicle and other historical property. For each item you survey, document these radiation measurements on **AF Form 3583, Static Display Aerospace Vehicle/Component Radiation Survey Log**. **Attachment 5** explains how to complete this log.

9.3.2. Schedule a swipe sampling of each radioactive item, and the area directly below, to determine the extent of any removable contamination. For each item you survey, document swipe samples on **AF Form 3584, Static Display Aerospace Vehicle/Component Radiation Swipe Log**. **Attachment 5** explains how to complete this log.

9.3.3. Removable radium contamination must not exceed 20 disintegrations per minute (DPM) per 100-square centimeters of area swipe sampled, or 20 DPM per entire dial face. If swipe results indicate removable radium contamination in excess of this limit, contact USAFM/MUR for further guidance.

9.3.4. Inconspicuously mark the radioactive item on the front face with a neat, 1/4-inch dot of red paint. Number each red dot to correspond to the item number on the **AF Form 3584**.

9.3.5. At each point of entry to aerospace vehicles which contain radioactive materials, place a conspicuous sign which states, "Contact Bioenvironmental Engineering Before Entering."

9.4. Radiation Safety Records. Create historical radiation logs detailing the presence of radioactive commodities for each historical aerospace vehicle or item displayed or stored. Include:

- 9.4.1. PN (if available).
- 9.4.2. Stock number (if available).
- 9.4.3. Source strength.
- 9.4.4. Radioactive element.
- 9.4.5. Location by station number or other specific identifier.
- 9.4.6. Surface reading.
- 9.4.7. Swipe test results and date.
- 9.4.8. Date of scheduled follow-on testing.

9.5. AF Forms 3583 and 3584. The AF Forms 3583 and 3584 used to record radiological measurements required in **9.3.** constitute the historical radiation log for each USAFHP historical aerospace vehicle or item displayed or in storage and are the principal documentation in the radiation safety program.

9.5.1. Keep historical radiation logs as follows:

- 9.5.1.1. One copy in each item's accession folder or individual historical aerospace vehicle file.
- 9.5.1.2. One copy in the USAFHP activity's radiation safety master file, with separate sections for historical aerospace vehicles and all other items.
- 9.5.1.3. One copy to USAFM/MUC for inclusion in USAFHP loan files.
- 9.5.1.4. One copy to the installation RSO (BE), if requested.

9.6. Periodic Monitoring. Update historical radiation logs for each radioactive item at least once every 3 years. Include new swipe samples to discover whether radioactive materials have leaked since the initial survey and to document any radioactive components added. Contact the local installation RSO (BE) for technical assistance during periodic monitoring.

9.6.1. EXCEPTION: If the display aircraft or vehicle is sealed and has a survey documenting (within three years) no external radiation contamination is present, thereby documenting radiation exposure is under the public radiation exposure limits, the aircraft need not be entered for the purpose of a survey. Should the aircraft be moved, require maintenance, or need to be entered, the aircraft must then be surveyed in full compliance with this regulation before anyone enters or completes any work on the aircraft.

9.7. Personnel Exposure Levels. For all radioactive items, keep exposure levels to visitors and staff as low as reasonably achievable (ALARA). Don't allow public and staff access to aircraft interiors and other displays or items whose exposure levels exceed 0.5 milliRoentgens-per-hour above background. Bring radiation levels within that limit by shielding or removing the radioactive components or by resituating the radioactive items within the exhibit.

9.8. New Acquisitions. Any items added to a USAFHP collection must come with a historical radiation log. If none exists for the new acquisition, immediately start a radiation survey. This includes creating a historical radiation log (see 9.4.).

9.9. Maintenance of Radioactive Items. Don't perform mechanical work or maintenance on radioactive items unless you are simply replacing an entire component according to a T.O. Don't use grinding, machining, etching, drilling, or any other physical or chemical process that changes the form of the component or produces respirable or ingestible particles. Don't open aircraft instruments, switches, circuit breakers or other components that contain radioactive materials.

9.9.1. Only contractors licensed by the appropriate state regulatory agency to perform such work may replace radium paint on instrument dials with non-radioactive substitutes. Coordinate proposed actions with USAFM/MUR.

9.9.2. Immediately report any damage to radioactive items to the local installation RSO (BE) so that he or she can promptly assess the danger and determine cleanup requirements.

9.9.3. Handle exposed radium-containing paint on items (as a result of an original specification, deterioration, vandalism or other damage) with great caution to avoid contaminating visitors, staff, artifacts, facilities and equipment. Do not use unprotected radium painted items for "hands-on" exhibits (E.G, throttle/pitch quadrants, bombsights, gunsights, etc.).

9.9.4. Forbid public and staff access to USAFHP historical aerospace vehicles or areas containing damaged or leaking radioactive commodities until the area has been monitored, assessed and decontaminated if necessary. Document such occurrences in the item's historical radiation log. The installation RSO (BE) must approve, in writing, the reopening of the display area to the public and staff.

9.10. Emergency Response Procedures. All USAFHP activities with radioactive USAFHP property must create and enforce written emergency procedures. The local installation RSO or bioenvironmental engineer must approve these procedures.

9.11. Shipment. You must contact the installation RSO (BE) for assistance in shipping radioactive materials. Any material identified as radioactive must be identified, packaged, labeled, and shipped according to AFI 24-204, *Preparing Hazardous Materials for Military Air Shipment*, and 49, CFR, Transportation. AFI 40-201, *Management of Radioactive Materials in the U.S. Air Force*, states requirements for preparing and shipping unserviceable commodities identified as waste, 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.

9.12. Exchange. To get approval for exchanging radioactive items (such as instruments and components) or historical aerospace vehicles containing radioactive components, you must comply with this instruction.

9.13. Disposal. Within the United States, dispose of historical aerospace vehicles turned over from display through DRMO. This means you must first contact the installation RSO (BE) to have all radioactive components removed for special disposal according to AFI 40-201. Use the same procedures to dispose of individual radioactive components (such as excess RSI). If special conditions require other processes,

coordinate them with USAFM/MUR have the installation RSO (BE) seek approval from the Air Force Radioisotope Committee, HQ AFMOA/SGOR, 110 Luke Ave, RM 405, Bolling AFB DC 20332-7050.

9.14. Loan to Civilian Museums. Remove all radioactive items before loaning USAFHP property to a civilian museum. Contact the installation RSO (BE) to have all radioactive items and contamination removed from USAFHP property which is being loaned to a civilian museum.

9.14.1. USAFM personnel must remove radioactive components of USAFHP property loaned to civilian museums before the Air Force published this instruction and return them to the USAFM.

9.14.2. Civilian museums must not install radioactive components in USAFHP property.

Chapter 10

PRIVATE ORGANIZATIONS

10.1. Purpose. Commanders may permit private supporting organizations (such as charitable foundations) to be established to support USAFHP activities at their locations as prescribed by AFI 34-223, *Private Organization (PO) Program* and by the additional requirements of this instruction. These organizations support USAF heritage activities by:

- 10.1.1. Raising funds to support command-approved capital construction of facilities.
- 10.1.2. Raising funds in general support of USAFHP activities.
- 10.1.3. Funding the acquisition of significant historical property to the supported USAFHP activity within the supporting private organization's fiscal reporting year.

10.2. Private Organization Requirements. At a minimum, private organizations must:

- 10.2.1. Meet the administrative requirements of AFI 34-223.
- 10.2.2. Meet the requirements of DoD Instruction 1000.15, *Private Organizations on DoD Installations*.
- 10.2.3. Be currently chartered and incorporated under appropriate state laws.
- 10.2.4. Be currently recognized and granted status as a charitable organization by the Internal Revenue Service (IRS) under the provisions of IRS 501(c)(3).
- 10.2.5. Operate under articles of incorporation and by-laws that:
 - 10.2.5.1. Limit the activities of the organization to support local USAFHP director-sanctioned projects of the USAFHP activity within the constraints of the activity's mission statement.
 - 10.2.5.2. Require the transfer of acquired historical property to the supported USAFHP activity within the supporting private organization's fiscal reporting year.
- 10.2.6. The supporting private organization will provide the USAFHP activity, the MAJCOM/HO, and the USAFHP Director the following information:
 - 10.2.6.1. Annual Financial Statement.
 - 10.2.6.2. IRS Form 990.
 - 10.2.6.3. Annual report which includes names of all Officers and Board members, total number of members in good standing, membership fee schedule, and listing of significant projects during the reporting year.
- 10.2.7. Create two MOUs and keep them current with any changes of signatories:
 - 10.2.7.1. One MOU shall clearly define responsibilities, limitations, terms, and working relationships between the private organization and the installation commander and states therein that the private organization will comply with this instruction. **Figure 10.1.** may be modified for local use.
 - 10.2.7.2. A second MOU shall clearly define the responsibilities, limitations, terms, and working relationships between the organization and the USAFHP activity. **Figure 10.2.** may be modified for local use.

10.2.8. Given the size, scope, and nature of private organizations supporting USAFHP activities, other additional requirements may be established by the installation commander, MAJCOM/HO, or the USAFHP Director in order to monitor activities and assure appropriate oversight.

10.3. Ethics and Conflict of Interest.

10.3.1. Private organizations will conduct their operations in an ethical manner consistent with **Attachment 3** of this instruction.

10.3.2. Museum directors and the HPCs of other activities serve only as advisors on the managing boards of all supporting organizations. They may not serve in any elected position or become a voting member of the organization.

10.3.3. Private organizations *may* use the name of a DoD component or installation in their organizational name as long as they include a prominent disclaimer on all print and electronic media that clearly indicates they are not part of the DoD. Private organizations may *not* use seals, logos or insignia of any DoD component or installation in their organizational name.

10.4. Authorized Activities. Private organizations may do the following in support of museum or base historical activities:

10.4.1. Raise funds in general support of USAFHP approved activities. All solicitations and grant proposals for funding and/or gifts-in-kind greater than \$5,000 in value must be reviewed by the installation commander, or designee, and the MAJCOM/HO for compliance with organizational strategic planning. As the private supporting organization is representing the interests of U.S. Air Force activities, all such grants and gifts must also be reviewed for consistency with the standards established by AFI 51-601, and fund raising activities must be carried out under proper and statutory procedures.

10.4.2. Fund the acquisition of significant historical properties on behalf of the USAFHP for the museum or base historical activities.

10.4.3. Collect funds by donation boxes, unless State or local laws prohibit it. Private organizations must make the boxes visible to visitors and to USAFHP activity staff members and label them to show the sponsoring organization and the intended use of the donations.

10.4.4. Engage in other socially acceptable activities that promote the welfare of the USAFHP activity.

10.5. Prohibited Activities. Supporting organizations may not:

10.5.1. Act as surrogates for USAF organizations in the operation of USAFHP activities.

10.5.2. Take any action that obligates the commander or the USAFHP activity to either current or future major actions or to significant financial burdens without the written concurrence of the installation commander, the parent MAJCOM, the USAFHP, or HQ USAF/HO, as appropriate.

10.5.3. Retain physical or legal possession, including acceptance or loans, of historical properties or artifacts. Any such materials obtained by either gift or purchase by the organization are inferred by charter to belong to the USAFHP activity. All rights and title pass to the USAFHP within the supporting organization's fiscal year.

10.5.4. Do anything contrary to the intent, guidance, or purpose of this instruction or that would reflect improperly on the Air Force.

10.5.5. Solicit or accept any historical property on behalf of the USAFHP activity without written approval from the USAFHP activity, the MAJCOM/HO, and the USAFHP Director.

10.6. Division of Responsibilities. The Air Force encourages the supporting organization representing the interests of the community, citizens, and patrons to present advice, counsel, and suggestions to both the commander and the USAFHP activity. Supporting organizations may not, however, administer or manage the USAFHP activity or interfere in the supervisory relationships between USAFHP activity employees, the installation commander, and the USAFHP.

10.7. Retail/Gift Shop Operations. Gift Shops managed by private or other organizations and associated with USAFHP activities perform multiple important functions. Primarily they are a convenience to the visitor and provide the opportunity to acquire additional educational materials and information (printed/electronic media and other learning materials) relating to the exhibits, topics, and broad subjects associated with the USAFHP activity. They also provide an opportunity to acquire items that evoke remembrances and associations with historic people, equipment, events, and locations. Gift shops can be an important source of funding in the support of USAFHP activities. Gift shops are openly available to all USAFHP activity visitors and the general public without sales restrictions.

10.7.1. The operation of gift shops and other retail operations associated with the USAFHP activity are subject to existing Air Force guidance.

10.7.2. Gift shops shall be operated so as not to interfere or compete with AAFES activities or interests.

10.7.3. Gift shop sales are limited to items that relate to the USAFHP activity's area of interest or to military /aviation history, heraldry, and technology in general. Such items may include:

10.7.3.1. Books, pamphlets, prints, maps, and other media items.

10.7.3.2. Reproductions of military works of art, clothing, equipment, insignia, and other items that illustrate aspects of our military heritage.

10.7.3.3. Scale models of military/aviation equipment.

10.7.3.4. Souvenir items related to historic individuals, equipment, events, and locations.

10.7.4. Not to be sold in gift shops are:

10.7.4.1. Actual historical artifacts and objects (and which may typically be found in a museum collection) such as uniforms, insignia, decorations and awards, and weapons of any type.

10.7.4.2. Items that could be considered in poor taste or may be objectively perceived as publicly offensive.

Figure 10.1. Sample MOU between the Organization Commander and Private Organization.

MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

THE COMMANDER, _____ (Parent Organization)

AND THE _____ (Private Organization)

Purpose: This MOU establishes the working relationships between the (Parent Organization) and the (Private Organization) in its support of the (Heritage Activity Name).

Authority: The (Private Organization), a private not for profit organization chartered under the laws of the State of _____, is a Private Organization as defined in AFI 34-223 and operates on _____ Air Force Base under the authority of that instruction. The (Heritage Activity Name), a military entity of the (Parent Organization) and (MAJCOM), operates IAW the requirements for an Air Force Heritage Program activity contained in AFI 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 (Private Organization) is to provide capital support for the (Heritage Activity Name) for facility improvement and expansion and those projects for which USAF funding is not available.

Organizational Relationships: The Vice Commander, (Parent Organization) is responsible for the overall operation and resourcing of the (Heritage Activity Name). The (Director or Historical Property Custodian) reports to the Vice Commander and is responsible for the development, operation, direction and control of the activity. The President, Board of Directors, (Private Organization) is responsible to the (Director or Historical Property Custodian) for all Organization activities. The President and (Director or Historical Property Custodian) will coordinate their activities to ensure the Activity's requirements are communicated to and adequately supported by the (Private Organization). The operation and management of the Organization is the responsibility of its Board of Directors.

Responsibilities:

The (Parent Organization) will:

- Resource the (Heritage Activity) as required by AFI 84-103.
- Provide the required civilian positions.
- Provide office space for the (Private Organization) in Bldg. _____ to include utilities and facility maintenance.
- Ensure Services Division provides oversight of (Private Organization) as required in AFI 34-223.
- Not engage in fundraising.

The (Private Organization) will:

- Support the development and expansion of the (Heritage Activity) through fundraising to provide capital improvements and expansion.
- Establish and maintain a Board of Directors, and operate IAW its charter and by-laws.
- Operate the gift shop in Bldg. _____.
- Fund its own postage, printing and telephone costs.
- Obtain and maintain a license to operate on _____ AFB under AFI 34-223.
- Turn over all historical property in its possession and turn over all future properties which come into its possession IAW AFI 84-103.
- Refrain from any withdrawals from the Defense Reutilization and Marketing System.
- Coordinate and obtain approval for all Society activities with the Vice Commander and the (Director or Historical Property Custodian), (Heritage Activity).

Funds: The (Private Organization) will not hold or otherwise handle funds for any other organization. All proceeds generated by the gift shop or any other fundraising activities will be used by the (Private Organization) IAW this MOU.

Review: This MOU will be reviewed annually. All amendments will be reviewed by the Chief of Services, and approved by the Commander, (Parent Organization).

Effective Date: This MOU is effective for one year from the date of signature by the Commander, (Parent Organization).

For the (Parent Organization):

_____	_____
Commander	Date

For the (Private Organization):

_____	_____
President, Board of Directors	Date

Figure 10.2. Sample MOU between the Organization Commander and Private Organization.

MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

THE (Director or Historical Property Custodian), _____ (Heritage Activity)

AND THE _____ (Private Organization)

Purpose: This MOU establishes the working relationships between the (Director or HPC, if applicable), (Heritage Activity) and the (Private Organization) in its support of the (Heritage Activity).

Authority: The (Private Organization), a private not for profit organization chartered under the laws of the State of _____, is a Private Organization as defined in AFI 34-223 and operates on _____ Air Force Base under the authority of that instruction. The (Heritage Activity Name), a military entity of the (Parent Organization) and (MAJCOM), operates IAW the requirements for an Air Force Heritage Program activity contained in AFI 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 (Private Organization) is to provide capital support for the (Heritage Activity Name) for facility improvement and expansion and those projects for which USAF funding is not available.

Organizational Relationships: The Vice Commander, (Parent Organization) is responsible for the overall operation and resourcing of the (Heritage Activity Name). The (Director or Historical Property Custodian) reports to the Vice Commander and is responsible for the development, operation, direction and control of the activity. The President, Board of Directors, (Private Organization) is responsible to the (Director or Historical Property Custodian) for all Organization activities. The President and (Director or Historical Property Custodian) will coordinate their activities to ensure the Activity's requirements are communicated to and adequately supported by the (Private Organization). The operation and management of the Organization is the responsibility of its Board of Directors.

Responsibilities:

The (Director or Historical Property Custodian), (Heritage Activity) will:

- Operate the (Heritage Activity) IAW AFI 84-103.
- Be responsible for the development, direction, daily operation and control of the (Heritage Activity) and is solely responsible for the acquisition of artifacts, support items and exhibits.
- Serve as the single point of contact with the (Private Organization) in all matters relating to the operation and development of the (Heritage Activity), and maintain an open line of communication with the (Private Organization).

- Meet with the President of the Board of Directors on a regular basis to discuss the nature and scope of the (Private Organization)'s financial contributions to the (Heritage Activity).
- Provide the (Private Organization) with a prioritized list of capital expenditures and update on a regular basis.
- Make the final determination on the expenditures of (Private Organization) funds for the direct support of the (Heritage Activity).
- Operate the (Heritage Activity)'s volunteer program.

The (Private Organization) will:

- Support the development of the (Heritage Activity) through fundraising to provide capital improvements and expansion and other projects such as major restoration efforts for which USAF funding is not available.
- Turn over all historical property in its possession and turn over all future properties which come into its possession IAW AFI 84-103.
- Refrain from any withdrawals from the Defense Reutilization and Marketing System.
- Refrain from the acquisition of historical property except at the written request of the (Director or Historical Property Custodian) and with the consent of (MAJCOM) to fund the acquisition of a major artifact that is not available through USAFM channels.
- Provide the (Director or Historical Property Custodian) with copies of minutes of all (Private Organization) meetings.
- Coordinate and obtain approval for all (Private Organization) activities with the (Director or Historical Property Custodian), (Heritage Activity).

Review: This MOU will be reviewed annually. All amendments will be reviewed by the Chief of Services, and approved by the Commander, (Parent Organization).

Effective Date: This MOU is effective for one year from the date of signature by the (Director or Historical Property Custodian), (Heritage Activity).

For the (Heritage Activity):

(Director or HPC)	Date

For the (Private Organization):

President, Board of Directors	Date

Chapter 11

CERTIFICATION AND STAFF ASSISTANCE

11.1. AFFM Certification. AFFMs must obtain and maintain USAFHP certification. The USAFHP will periodically evaluate and inspect AFFMs and will advise commanders and MAJCOM/HOs on acceptable levels of professional standards for the museums. A heritage activity that meets the standards established by this instruction will be certified as an official AFFM. AFFMs will be informed no less than 90 days in advance of a certification visit.

11.1.1. The certification process will include:

11.1.1.1. An in-depth questionnaire (see [Attachment 6](#)) attested to by the commander on the status of the AFFM.

11.1.1.2. An on-site inspection of the AFFM based on the requirements of this instruction by a USAFHP-appointed certification team. The team will consist of at least one USAFM representative serving as team chief, one MAJCOM representative, one representative of a sister service and one museum professional from outside the Air Force.

11.1.1.3. A written report of the findings and a recommendation by the inspection team to the USAFHP Director. The USAFHP Director will approve or disapprove certified status of the AFFM in question.

11.1.1.4. If approved, the Secretary of the Air Force grants certification to the AFFM.

11.1.2. The USAFHP will initiate the certification process within one year after the date of publication of this instruction or establishment of the museum. The AFFM has one year to request scheduling of the initial certification visit. Any AFFM that has not met the minimum standards within two years after the initial certification visit may not acquire any further historical properties and is subject to downgrading or closure.

11.1.3. An AFFM that does not meet the established standards as confirmed by the procedures outlined above will be informed of the specific shortcomings and allowed 18 months to make corrections.

11.1.4. If, following a certification reinspection, the defects have been corrected, the AFFM will be certified as an official AFFM.

11.1.5. If the shortcomings have not been corrected after reinspection, the USAFHP may:

11.1.5.1. Approve an additional 180 days maximum for the museum to complete corrections, if so warranted by the work in progress.

11.1.5.2. After advising the MAJCOM/HO, decertify the museum's status as an official AFFM and withdraw Air Force historical property from the facility.

11.1.6. After the initial certification, the AFFM will be reevaluated every 5 years as outlined above. However, a museum may receive an earlier reevaluation if its level of professional performance or ability to care for its collection has substantially changed.

11.1.7. Certified AFFMs are encouraged to seek accreditation by the American Association of Museums (AAM).

11.2. Staff Assistance and Site Visits.

11.2.1. USAFM personnel will conduct periodic visits to heritage activities to ensure proper stewardship of Air Force historic property and compliance with the standards set forth in this regulation.

11.2.2. MAJCOM/HOs should visit heritage activities within their commands to assess the progress of the activity and provide technical assistance. Personnel from USAFM may augment these visits as required and when requested by the MAJCOM/HO.

11.2.3. Commanders will be briefed as to whether their USAFHP activities conform to this instruction.

11.2.4. Commanders may request staff assistance visits to address special concerns at any time.

11.2.5. MAJCOM IGs, as required, will address heritage activities as part of IG compliance inspections. MAJCOM/HOs or their representatives may augment MAJCOM IG teams at bases with AFFMs . **Attachment 6** will serve as the basis for MAJCOM inspection guides.

Chapter 12

CIVILIAN MUSEUM LOAN PROGRAM

12.1. Authority. The USAF Museum has been delegated the authority and responsibility by the Secretary of the Air Force to carry out the provisions of Title 10 USC 2572, Sections (a)(3) and (a)(4) regarding the loan of Air Force Historical Property to legally and professionally qualified public and private museums.

12.2. Eligibility. The following organizations are eligible to apply for the loan of USAF historical property from the USAFHP under this program:

12.2.1. Any domestic museum, historical society or institution operated by a governmental entity.

12.2.2. Any foreign museum operated as an official entity of the national government.

12.2.3. Any domestic incorporated museum that is operated and maintained for educational purposes only and whose charter denies it the right to operate for profit.

12.3. Loan Conditions.

12.3.1. The USAFM may loan aerospace vehicles (aircraft, missiles, and major components thereof) to qualified and certified museums. All loan requests are subject to the availability at USAFM.

12.3.2. It is the policy of USAFM not to make loan of artifacts for long-term exhibits of a general nature. Artifacts may be loaned but only to support special exhibits of short duration (one year or less).

12.3.3. All material is loaned at no expense to the government. The material is made available "as is-where is," and all expense of movement will be borne by the requesting museum. Further, each requester will bear all costs associated with the care and maintenance of the loaned material. All repairs, restoration work, additions or upgrades performed on loaned material, in accordance with guidance provided by USAFM, become the property of the U.S. Government. All costs associated with recovery and disposition of loaned material due to museum closure or corporation disillusionment shall be borne by the requesting museum.

12.3.4. Loaned aerospace vehicles will not be flown or restored to flying condition under any circumstances. Failure to observe this condition will result in the immediate repossession of loaned material by the USAFM, at the requestor's expense and possible criminal prosecution.

12.3.5. USAFM 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 federal historic property. USAFM cannot provide initial artifacts and aerospace vehicles with which to start a civilian museum. All loans, including that of aircraft, are for a specified time period and are not permanent in nature. All USAFM material on loan is subject to recall at any time to meet the needs of the Air Force.

12.4. Certification Process. Civilian museum loan certification is divided into two categories: administrative and operational. Requesting museums must meet requirements in both categories to be considered for qualification.

12.4.1. Administrative: The requesting museum must meet the legal requirements of 10 USC 2572. HQ AFMC/JAG will make a legal determination based on the museum's incorporation documentation within its home state, its current by-laws, and the tax-exempt determination from the Internal Revenue Service (IRS). Museums operated by governmental entities (domestic or foreign) must provide documented proof of their official status as per the statute.

12.4.2. Operational: 10 USC 2572 states that the Secretary of the Air Force may lend historical property to museums. For purposes of this policy, the definition of museum contained in the Federal Property Management Regulations [41 C.F.R. § 101.44.207(16)] is applied. This definition includes the requirement for a paid professional staff. It further requires a public or private non-profit institution to be organized on a permanent basis, own or use tangible objects, and exhibit them to the public on a regular basis.

12.5. Application Process.

12.5.1. Requesting institutions will submit their request, in writing, for loan qualification to the USAFHP Director.

12.5.2. Private applicants must provide the following documents:

12.5.2.1. Articles of Incorporation and the organization's Charter.

12.5.2.2. Proof of incorporation (some states issue a separate charter while others affix a certifying stamp to the Articles of Incorporation).

12.5.2.3. IRS tax-exempt determination.

12.5.2.4. By-laws (with statement by corporate officer of currency).

12.5.2.5. Photographs of buildings, exhibits, restoration facilities, storage facilities and any other physical assets of the museum

12.5.2.6. A copy of the most recent IRS Form 990, the latest financial statement, and the organization's projected budget for the forthcoming fiscal year.

12.5.2.7. A copy of the museum's scope of collections statement.

12.5.2.8. The curriculum vitae of paid staff members.

12.5.2.9. A Disposition Plan

12.5.2.10. A completed Museum Evaluation Checklist.

12.5.2.11. Accreditation certification by the American Association of Museums (AAM) if the museum has been so accredited.

12.5.3. Governmental applicants should submit documentary evidence of their official status.

12.5.4. Following a favorable legal determination and completion of administrative certification, an on-site certification visit will be required. This visit will be made by a USAFM staff member and will be at the expense of the requesting institution. The visit, and a detailed assessment of the scope of collections statement and the Museum evaluation checklist will comprise the focus of operational certification. The USAFHP Director may waive the requirement for the on-site certification visit for institutions accredited by the American Association of Museums (AAM). Prior to the certification visit the following documentation must be provided:

12.6. Availability and Condition of Property. Property is made available for loan to civilian museums after the needs of official military requestors are met. Classified material, radioactive components or any items that might pose a safety hazard to the public will be removed prior to loan. Certain components needed to meet operational requirements of the Air Force will also be removed, however, the aircraft or missile will be externally complete.

12.7. Responsibilities and Care Requirements.

12.7.1. Detailed responsibilities and care requirements are contained in the Loan Agreement and attachments.

12.7.2. Any loaned item will be restored/maintained to reflect favorably on the Air Force.

12.7.3. Potential borrowers should recognize that in accepting an item for display, particularly an aerospace vehicle, they incur a significant maintenance responsibility including annual upkeep, periodic painting, repair of damage, day-to-day care, clean-up, to name but a few. These responsibilities collectively impose a cost to the borrower that must be considered when the request is submitted. If borrowers are located in harsh environments (i.e. salt air) and their request proposes exterior display, the condition of loaned items will be closely monitored by USAFM.

12.8. Insurance. The borrower will be required to provide proof of insurance to cover the repair or replacement of any loaned property naming USAFM as the loss payee. Copies of the proof of insurance and any renewals will be forwarded to USAFM upon initial approval of the loan request and prior to release of any material.

12.9. Disposition Plan. The borrower will provide a written plan detailing the recovery and disposition of loaned property in the event the museum should close. This plan should include, but is not limited to, statements of assurance by municipal or corporate entities to underwrite all costs associated with recovery and disposition of loaned property and that such actions will not be at the expense of the U.S. Government.

12.10. Financial reporting and Loan Renewal. Current copies of IRS Form 990 and the most recent annual financial statements are required as part of any loan extension or renewal.

12.11. Third-Party Loans of Air Force Historical Property. Third-party loans of Air Force historical property may only be made with the express written approval of the USAFHP Director. Such loans are strongly discouraged.

12.12. Failure to Maintain Standards. Museums that fail to maintain qualification standards or to meet the requirements of the loan agreement are subject to de-certification by the USAFHP Director. De-certified museums will return all loaned items at their expense.

12.13. Forms Prescribed. AF Form 495, **Swipe Container**, AF Form 1297, **Temporary Issue Receipt**, AF Form 3569, **USAF Museum System Volunteer Application/Registration**, AF Form 3570, **USAF Museum System Volunteer Data Card**, AF Form 3571, **USAF Museum System Proffer of Gift Agreement**, AF Form 3572, **USAF Museum System Loan Agreement**, AF Form 3573, **USAF Museum System Aircraft Condition and Conservation Record**, AF Form 3580, **USAF Museum Aerospace Vehicle Static Display Acceptance Condition and Safety Certificate**, AF Form 3581, **USAF Museum**

System Aerospace Vehicle Static Display Maintenance Log, AF Form 3582, USAF Museum System Accession Worksheet, AF Form 3583, USAF Museum Aerospace Vehicle Static Display/Component Radiation Survey Log, AF Form 3584, USAF Museum Aerospace Vehicle Static Display/Component Radiation Swipe Log, DD Form 200, Financial Liability Investigation of Property Loss, DD Form 1149, Requisition and Invoice/Shipping Document, DD Form 1348-1A, Issue Release/Receipt Document.

C. R. ANDEREGG
Director, AF History Office

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

DoD 1000.15, Private Organizations on DoD Installations

DoD 4160.21-M, Defense Reutilization and Marketing Manual

DoD 4165.66-M, Base Reuse Implementation Manual

DoD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives

AFI 16-402, Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination

AFI 23-220, Reports of Survey for Air Force Property

AFI 31-209, Air Force Resource Protection Program

AFI 31-210, The Air Force Antiterrorism/Force Protection (AT/FP) Program Standards

AFI 32-4001, The Fire Protection Operations and Fire Prevention Program

AFI 32-3001, Explosive Ordnance Disposal Program

AFI 32-4001, Disaster Preparedness Planning and Operations

AFI 32-4002, Hazardous Material Emergency Planning and Response Program

AFI 32-7065, Cultural Resources Management

AFI 33-332, Air Force Privacy Act Program

AFI 34-223, Private Organization (PO) Program

AFI 36-2903, Dress and Personal Appearance of Air Force Personnel

AFI 37-138, Records Disposition--Procedures and Responsibilities

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

AFI 65-601, Volume 1, Budget Guidance and Procedures

AFI 84-101, Historical Products, Services, and Requirements

AFI 84-102, Historical Operations in Contingency and War

AFI 91-301, Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program

AFJI 31-217, Control and Registration of War Trophies and War Trophy Firearms

AFJMAN 24-204, Preparing Hazardous Materials for Military Air Shipment

AFMAN 23-110, USAF Supply Manual

AFMAN 29-139, Records Disposition Schedule

AFPD 84-1, History and Museum Programs

Abbreviations and Acronyms

AAM—American Association of Museums
AFFM—Air Force Field Museum
AFHC—Air Force Heritage Center
AFHH—Air Force Historical Holding
AFHRA—Air Force Historical Research Agency
AFI—Air Force Instruction
AFMATS—Air Force Museum Artifact Tracking System
AFMC—Air Force Materiel Command
AFOE—Air Force Operational Excess
AFPD—Air Force Policy Directive
AMARC—Aircraft Maintenance and Regeneration Center
BRAC—Base Closure and Realignment
CMI—Color, Markings, Insignia
CONUS—Continental United States
DFAS—Defense Finance and Accounting Service
DoD—Department of Defense
DODAAC—Department of Defense Activity Address Code
DPM—Disintegrations Per Minute
DRMO—Defense Reutilization and Marketing Office
DSN—Defense Switched Network
EOD—Explosive Ordnance Disposal
FOA—Field Operating Agency
FOB—Found On Base
HO—History Office
HPA—Historical Property Agreement
HPC—Historical Property Custodian
HPCT—Historical Property Collection Team
HVHP—High Value Historical Property
IDS—Intrusion Detection System
MAJCOM—Major Command
MDS—Mission Design Series

MOU—Memorandum of Understanding

MWRS—Morale, Welfare, and Recreation Services

NRC—Nuclear Regulatory Commission

NSN—National Stock Number

OI—Operating Instruction

PN—Part Number

RSI—Restoration Support Items

RSO—Radiation Safety Officer

SV—Services

SPD—System Program Director

T.O.—Technical Order

USAFM—United States Air Force Museum

USAFHP—United States Air Force Heritage Program

USC—United States Code

U/V—Ultraviolet

Attachment 2

STRATEGIC PLANNING

A2.1. Strategic Planning

A2.1.1. MAJCOMs are required to have a comprehensive Strategic Plan for all heritage activities within the Command.

A2.1.2. Installation Commanders are required to have comprehensive Strategic Plans for all AFFMs and AFHCs. AFHHs and Airparks only require mission statements and collections policies.

A2.1.3. A strategic plan is a comprehensive document that drives:

A2.1.3.1. Exhibit plans.

A2.1.3.2. Collection plans.

A2.1.3.3. Facility use and long-range development.

A2.1.3.4. Financial plans.

A2.1.4. Strategic plans are derived from the mission statement of the AFFM or AFHC, and consist of four major elements:

A2.1.4.1. Exhibit Master Plan.

A2.1.4.2. Collection Plan.

A2.1.4.3. Facilities Utilization Plan.

A2.1.4.4. Financial Plan.

A2.1.5. Developing Exhibit Master Plans. All AFFMs and AFHCs will:

A2.1.5.1. Develop a storyline, which is a clear, concise statement of what topics the heritage activity will discuss.

A2.1.5.2. Develop a detailed exhibit script, which is the comprehensive exhibit text. This is the information you will convey to heritage activity visitors.

A2.1.5.3. Develop a list of what artifacts, photographs, documents and exhibit property needed based on the exhibit script.

A2.1.5.4. Draft the captions and headlines to accompany the script, artifacts, photographs and exhibit property.

A2.1.5.5. Develop the layout of each panel or display based on the above information.

A2.1.5.6. Determine the amount of space (linear, vertical and cubic) each exhibit or display requires.

A2.1.5.7. Develop the layout or floor plan of the exhibit area.

A2.1.6. Developing Collection Plans. All AFFMs and AFHCs will:

A2.1.6.1. Based on a complete inventory and cataloging of the historical property on loan to the heritage activity, determine the significance of each item and its applicability to the Exhibit Plan.

A2.1.6.2. Review the inventory and catalog of the historical property on loan to the heritage activity to see if you have the specific items you need for your Exhibits Plan. Determine the shortfalls and excesses. The list of shortfalls will form the basis of your Acquisition Plan. The list of excesses will serve as the basis of your Disposition Plan.

A2.1.6.3. Coordinate with the MAJCOM/HO and USAFM/MUC to locate historic property within the USAFHP.

A2.1.6.4. If the item cannot be located within the USAFHP, AFFMs only may advertise for donations of specific items.

A2.1.6.5. Work with the parent MAJCOM to determine the actions required to support the Disposition Plan.

A2.1.7. Developing Facility Utilization Plans. All AFFMs and AFHCs will:

A2.1.7.1. Given the total amount of square feet available to you at any location on base, determine what you need for:

A2.1.7.1.1. Exhibit and Display (based on your Exhibit Plan).

A2.1.7.1.2. Office Area (for the heritage activity and any Supporting Organization).

A2.1.7.1.3. Exhibit preparation and fabrication and restoration areas.

A2.1.7.1.4. Artifact conservation and artifact storage.

A2.1.7.1.5. Reference materials.

A2.1.7.1.6. Gift shop.

A2.1.7.1.7. Special events.

A2.1.7.1.8. General storage and shop areas.

A2.1.7.2. Adjust the Exhibit Plan and Collection Plan as required to fit available space and funding.

A2.1.7.3. Determine long-range capital improvements to include new facilities, major repairs, environmental, security and resource protection improvements. Facility improvements and repair requirements become part of the Installation's Financial Plan. New facilities drive the private Supporting Organization's fund-raising efforts.

A2.1.8. Developing Financial Plans. All AFFMs and AFHCs will:

A2.1.8.1. Based on the outstanding requirements identified in your Exhibit Master Plan, Collection Plan, and Facilities Utilization Plan, determine funding required for facility repair, improvement, modernization, exhibit construction, Americans with Disabilities Act (ADA) modifications, etc.

A2.1.8.2. Determine which items can be accomplished by Base Civil Engineering (CE) and which will need to be accomplished through the PO.

A2.1.8.3. Include Operations and Maintenance (O&M) requirements in the parent unit's FIN-PLAN for submission to the MAJCOM in the format prescribed in the Command's annual budget call.

A2.1.8.4. Submit major construction requirements and plans to the (private organization) PO for inclusion in their financial and fundraising plans.

A2.1.9. Mission and Collection Policy Statements.

A2.1.9.1. All heritage activities must have approved mission statements. A mission statement concisely states, in writing, the purpose of the heritage activity and the aspect of Air Force history that the activity addresses.

A2.1.9.2. The parent MAJCOM approves mission statements, or may modify them by assigning a secondary mission. Upon approval, mission statements are forwarded to the USAFHP Director, who uses them to guide the acquisition of historical property for the USAF.

A2.1.9.3. The missions of all USAFHP activities collectively express the Air Force's heritage and preserve its material culture. MAJCOMs should plan mission statements to avoid unnecessary duplication, wisely using Air Force resources and scarce USAF historical property.

A2.1.9.4. All heritage activities must also have collection policies. The collection policy is based on the mission statement. It outlines the type and amount of historical property required to support the mission statement and what will be accepted by the heritage activity.

A2.1.9.4.1. These statements define what the heritage activity will collect and how each item (or commodity) is related to the mission statement.

A2.1.9.4.2. These statements can be general (by class) or narrow (by specific type or model), depending on the space and resources available. They are to be defined by the classification categories used in the Data Dictionary issued to MAJCOMs by USAFM/MUC.

A2.1.9.5. The USAFHP Director and MAJCOM/HOs rely on mission statements to ensure artifacts and other resources go to the proper activity, and the USAFHP represents the full heritage of the Air Force.

Attachment 3

USAFHP ETHICS STATEMENT

A3.1. Introduction. This code of ethics is intended to identify those general parameters within which USAFHP employees and volunteers should operate. The USAFHP exists to serve both the US Air Force (USAF) and the public. It functions as an arm of the USAF and as such must comply with the Joint Ethics Regulation (JER) DoD 5500.7-R, existing Air Force Instructions (AFIs), and established procedures in such operational areas as financial management, personnel matters, and procurement of supplies, as well as within established USAF requirements governing personal conduct. In the event any aspect of this code conflicts with any of the above, the latter must take precedence. Otherwise, USAFHP staff should be guided by the following:

A3.1.1. 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. We are subject to scrutiny not just by the USAF, but also by our professional peers and the public.

A3.1.2. Be guided by both applicable regulations and ethics generally accepted among professionals within the museum community.

A3.1.3. Never compete with the USAFHP 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 the employee's official duties.

A3.1.4. Do not accept gifts, discounts or other favors from parties seeking to do business with USAFHP. Exceptions to the above are set forth in the JER cited above.

A3.1.5. Do not prepare appraisals for donors or potential donors. The only permissible appraisals are for internal use or for other non-profit institutions.

A3.1.6. When speaking out on a public issue, do so as an individual unless authorized to speak officially on behalf of USAFHP.

A3.1.7. Recognize and strive to maintain the goal of service to the visiting public and the dissemination of knowledge.

A3.1.8. Manage all artifacts placed in the care of USAFHP in such a manner as to assure long-term preservation. The use of historical, irreplaceable artifacts in such a manner that promotes their degradation or consumption is inappropriate.

A3.1.9. Maintain all collection records including disposition records in an accurate, thorough and orderly manner.

A3.1.10. Keep the USAFHP collections policy in mind when determining whether to accept or reject a proposed donation.

A3.1.11. Make the collections available for legitimate examination and research by people outside the USAFM within limitations of available resources, preservation of the items involved, purpose of the research and other considerations.

A3.1.12. Ensure the integrity of reproductions and replicas and permanently identify those items as such.

A3.1.13. Only acquire artifacts with clear title.

A3.1.14. Appreciate the fact that the USAFHP is holding the national collection in trust for the benefit of future generations.

A3.1.15. Care for and interpret artifacts with sensitivity to their cultural origin.

A3.1.16. Strive to present USAF history to the public in an accurate and unbiased manner.

Attachment 4

EXHIBIT REQUIREMENTS

A4.1. Exhibit Design and Planning. Design concepts should pertain to the approved storyline, location, and support facilities and respect the artifacts to be displayed. Overall design should be balanced, logical and aesthetically pleasing. Address questions about exhibit design or construction through the MAJCOM/HO to the USAFM Exhibits Division (USAFM/MUE).

- A4.1.1. Exhibit copy should cover a wide range of audience interest and sophistication.
- A4.1.2. Use clear, concise, and readable language.
- A4.1.3. Display artifacts that are in stable condition and of good overall quality.
- A4.1.4. Coordinate designs for artifact support mounts and mounting through the MAJCOM/HO with the USAFHP Conservator to ensure use of standard museum conservation methods.
- A4.1.5. Do not display original photographs, archival documents and records. Use photographic copies instead.
- A4.1.6. Display artworks, graphic elements, photographs and exhibit cases at a height that can be easily viewed by visitors of all ages, including visitors with disabilities.
- A4.1.7. Use electronic or typeset systems to letter exhibit titles, text, captions, labels, and signs.
- A4.1.8. Use lettering large and bold enough to be easily read from the visitor's viewing position.
- A4.1.9. Do not use handprinted, handlettered, typewritten, or calligraphy methods for exhibit titles, text, captions, labels or signs.

A4.2. Exhibit Case Requirements. Exhibit cases must be well constructed of inert, flame-retardant quality materials and adhesives that inhibit entrance of vermin and dust.

- A4.2.1. Front-loading exhibit cases must incorporate a locking mechanism using security head screws or concealed access and a tight seal to ensure security and preclude dust and vermin.
- A4.2.2. Use quarter-inch ultra-violet (U/V) filtering acrylic glazing exclusively for viewing panels of cases. Use it also between the diffuser and light source. Where glazing surfaces join at an angle, bond and round the edges to prevent insertion of a pry tool, and secure them to the cabinet base or to the wall.
- A4.2.3. Install U/V sleeves on fluorescent lights.
- A4.2.4. Seal all interior surfaces of cases with a high quality, water-based polyurethane. In lieu of a polyurethane, a high quality acrylic enamel paint may be substituted. Orange shellac may be substituted. Allow freshly painted exhibit cases 2 to 3 weeks to ventilate harmful vapors before installing artifacts. If the case is already constructed of inert materials, the interior surfaces do not have to be painted.
- A4.2.5. Ventilate all exhibit cases with 1- to 3-inch diameter ventilation holes. All holes must have a louver and cotton baffle to filter dust and vermin. Install one 1-inch diameter hole per every 8 cubic feet of case space. Spaces larger than 8 cubic feet require one ventilation hole with up to a 3-inch diameter or several well-spaced 1-inch diameter holes.

A4.2.6. Build cases for containing weapons, precious metals, high cash value resources or HVHP requiring IDS protection to the same specifications as standard cases with the following additional requirements:

A4.2.6.1. Use security screws in locations inaccessible from outside the case. Cover them when possible, or locate them in such a manner that they cannot be tampered with unobserved.

A4.2.6.2. Construct the tops, backs, sides, and bottoms of wall-mounted cases of 3/4-inch plywood or a material of equal or greater strength. Construct non-viewing surfaces of cases to provide greater protection than the viewing surface.

A4.2.6.3. Construct the viewing surfaces to the following specifications:

A4.2.6.3.1. Construct viewing panels of at least 1/4-inch thick plate safety glass, transparent acrylic plastic, or transparent polycarbonate plastic.

A4.2.6.3.2. Where glazing surfaces join at an angle, bond and round the edges to prevent insertion of a pry tool, and secure them to the cabinet base or to the wall.

A4.2.6.3.3. Set the glazing for cases with cabinets in a channel that is at least 1-inch deep and screw it to the base from the inside of the case. It must not be possible to lift the glazing from the base or to slide anything beneath it into the case.

A4.2.6.3.4. Secure the glazing for wall-mounted cases to the wall with screws that cannot be reached from the front of the case.

A4.2.6.4. Fasten case tops securely to the glazing or to the cabinet base. It must not be possible to lift the top or to slide anything beneath it into the case.

A4.2.6.5. Set hinges for case doors on the inside when possible. It must not be possible to reach the hinge screws from outside the case. Hinged openings must have all hinge butts concealed or pins spot welded, or use a comparable security measure.

A4.2.6.6. Install locks on the doors to all cases. Doors over three feet must have a minimum of two locks.

A4.2.6.7. Cases must have at least one alarm end device (such as a microswitch or magnetic contactor) between the artifact and its mount or the base of the case to detect tampering or removal. You may supplement this device with any one or a combination of the following to secure exceptionally high-value or sensitive items: magnetic contact sensors on all case doors; microswitches or magnetic contact sensors under all glazing; or vibration sensors in each case, preferably on the glazing.

A4.2.6.8. When possible, display alarmed cases so that guards or the museum staff can see them at all times. Do not mount partitions or other items in locations that would allow unobserved access or tampering.

A4.2.7. Keep lighting in the general exhibit areas at a level that promotes the safety and well being of the artifacts. You may use fluorescent lighting with U/V filtering protection, or incandescent or Halogen lighting. Do not use incandescent fixtures or any heat-generating lighting for internal exhibit case lighting.

A4.2.8. Keep lighting in exhibit cases at a level that protects the artifacts. Light level for pigmented or dyed textiles, artwork, and manufactured goods must not exceed 15 foot-candles or 150 lux.

A4.2.9. Construct and position ballast areas of fluorescent light fixtures in a manner to allow adequate ventilation of heat away from the case interior.

A4.3. Exhibit Maintenance. Establish standards, schedules, and procedures for cleaning and maintaining exhibits that will best preserve the historic property on display.

A4.3.1. Dust exhibit furniture and freestanding objects as required to keep a clean, professional appearance.

A4.3.2. Examine artifacts on a scheduled basis "through the glass" for deterioration. Examine questionable activity "behind the glass" if required.

A4.3.3. Open exhibit cases on a scheduled basis. Dust cases and clean interior glass with housekeeping products and methods that do not harm artifacts. Inspect encased artifacts for evidence of deterioration or damage.

A4.3.4. Remove deteriorating artifacts from display and request that the MAJCOM/HO contact the USAFHP Conservator.

A4.3.5. Periodically inspect exhibit panels, cases, photographs, transparencies, signs and labels for any damage, wear and fading. Repair or replace them as needed.

A4.3.6. Maintain exhibits with "working" parts (such as audio- or video tapes, laser disc or CD players, interactive computer displays, technimation, electrical maps or other mechanical devices) in good working condition.

A4.4. Exhibit Documentation. Establish a project file for each exhibit, regardless of size. When complete, file becomes historical reference material. Project files should include:

A4.4.1. An exhibit script.

A4.4.2. A list and accession numbers of artifacts displayed. Update if artifacts are added, changed or removed from the exhibit.

A4.4.3. Photocopies with notes on reproduction specifications for photographs displayed.

A4.4.4. All correspondence.

A4.4.5. The preliminary design package, which may include:

A4.4.5.1. Drawings of plan and elevations.

A4.4.5.2. Renderings.

A4.4.5.3. Color scheme.

A4.4.5.4. Graphics.

A4.4.5.5. Photographs of study models.

A4.4.6. Construction documents, which may include:

A4.4.6.1. Construction drawings and/or details.

A4.4.6.2. Dimensions and materials callouts.

A4.4.6.3. Finish treatments.

A4.4.6.4. Materials and parts list.

A4.4.6.5. Security hardware and alarm system, if required.

A4.4.6.6. Dimensions and cross-referenced notes on placement of graphics, copy, and artifacts.

A4.4.7. Materials manufacturer and sales source list, and if possible, as-built drawings and/or photographs of the finished exhibit.

A4.4.8. Photographic prints and negatives, or digital photographs on disk, documenting finished exhibit in detail for security and record-keeping purposes.

Attachment 5

COMPLETING RADIATION SURVEY AND SWIPE LOGS

A5.1. Radiation Survey and Swipe Logs.

A5.1.1. This attachment assumes survey personnel have some knowledge and experience in basic radiation protection and the use of radiation detection instrumentation.

A5.1.2. Aerospace vehicle/component radiation survey documentation consists of two forms, **AF Form 3583, Static Display Aerospace Vehicle/Component Radiation Survey Log**, referred to as **Survey Log**, and **AF Form 3584, Static Display Aerospace Vehicle/Component Radiation Swipe Log**, referred to as **Swipe Log**.

A5.1.3. Complete the documentation accurately since these forms become the historical radiation file for the respective aerospace vehicle or item. See the basic instruction for additional information about radiation safety.

A5.2. Survey Log. Complete the Survey Log as follows:

A5.2.1. Base. Self-explanatory.

A5.2.2. Accession Number. The USAF Museum assigns this number as a tracking device for all historical property. To identify radioactive components installed on an aerospace vehicle, use the vehicle's accession number. Obtain accession numbers from the DD Form 1149 used as a receipt for the item.

A5.2.3. M/D/S (Mission/Design/Series). Enter the type of aircraft or missile being surveyed (such as F-105G, B-25B, C-130H).

A5.2.4. Serial Number. Obtain this number from the **DD Form 1149, Requisition and Invoice/Shipping Document**, used as a receipt for the vehicle. This number also appears on the aircraft or missile identification plate permanently affixed to the inside of the airframe.

A5.2.5. Radiation Survey Instruments Used. Self-explanatory.

A5.2.6. Item Number. For every vehicle surveyed, begin item numbers with the numeral 1. Number all radioactive components in sequence, beginning with 1. Place this number on the 1/4-inch red paint dot used to identify the item as radioactive.

A5.2.7. Location on Aircraft and Missiles. Specify the radioactive component's location (for example, instrument panel, fuselage station number, wing station number).

A5.2.8. Type. Describe the radioactive component (for example, compass, toggle switch, circuit breaker, counterweight).

A5.2.9. Serial Number. Enter the serial number of the component if present and visible. The serial number is usually located on the back of the instrument. If the number is not readily available, omit the entry.

A5.2.10. Part Number (PN). Enter the manufacturer's part number or model number. See the appropriate Technical Order (T.O.) Dash 4, Illustrated Parts Breakdown, for assistance. For Mag-Thor (magnesium thorium alloy) skin panels (such as those found on F-105s) use the panel number painted on them.

A5.2.11. National Stock Number (NSN). Enter if available.

A5.2.12. Condition. Enter a one-word description of the component's condition. Examples: "OK", "Broken", "Cracked", "Flaking."

A5.2.13. Suspected Isotope. If the component is a skin panel, the isotope is probably Th 232 (thorium); the dials, gauges, circuit breakers, toggle switches, and so on are probably Ra 226 (radium); and the counterweights are depleted uranium (DU). If unknown, use a question mark (?).

A5.2.14. Type of Radiation. Both radium and thorium are primarily alpha emitters but do emit beta and gamma radiation. Mark ABG (alpha beta gamma) in this column unless you know it to be otherwise.

A5.2.15. Alpha (CPM). Enter alpha measurements in disintegrations per minute (DPM). Use this column for recording measurements when using an alpha detection instrument. Take measurements at the surface or as close to the component as possible without damaging the instrument probe.

A5.2.16. Beta/Gamma (mR/HR). Enter gamma measurements in milliRoentgens per hour (mR/HR). Take measurements at the surface.

A5.2.17. Swipe. 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 was not taken at the time of the survey. Note: Do not take swipe samples from items containing unprotected radium paint. Such items include radioluminous circuit breakers, flight instruments with broken glass, and diluter-demand oxygen regulators from propeller-driven aircraft and some early jets. The reason for this is that swipe-sampling such items is presumed to indicate removable radium contamination, and may create additional contamination by dislodging the fragile paint. Refer questions on proper swipe submittals to the USAF Armstrong Laboratories, USAF AL/OEBA, 2402 E. Drive, Brooks AFB TX 78235-5000.

A5.2.18. Continue entries on the reverse side. Use additional forms as required and number pages sequentially.

A5.3. Swipe Log. Complete the Swipe Log as follows:

A5.3.1. Heading.

The Base and Aerospace Vehicle/Component Identification information must match the associated Survey Log.

A5.3.2. Item Number. Item number 1 on the Swipe Log must correspond to item number 1 on the red paint dot placed on the component and to item number 1 on the Survey Log.

A5.3.3. Base Sample Number. This is a sequential number assigned by the RSO for each item swiped and annotated on the **AF Form 495, Swipe Container** (see [A5.4.](#)). For example, in a base sample number of WW9300000:

A5.3.3.1. WW identifies the number as a swipe sample, and begins base sample numbers.

A5.3.3.2. 93 indicates the year the sample was taken (1993).

A5.3.3.3. 00000 is the sequential sample number, which is unique to each item swiped. Do not repeat this number since it indicates one swipe out of a progressive sequence of all swipes taken.

A5.3.4. Isotope Swiped. Request alpha, beta, and gamma analysis (ABG), which will encompass any radioactive component located on the aircraft.

A5.3.5. Radiac Readings Off Swipe. After you make a swipe of the component, measure it for gamma and note the measurement on the Swipe Log and the **AF Form 495**.

A5.3.6. Date Swiped, Shipped, Received. Self explanatory.

A5.3.7. AL/OEBA Swipe Analysis. USAF AL/OEBA assigns the swipe a number that corresponds to the Base Sample Number. Enter the AL/OEBA ID number and the swipe results on the Swipe Log as they were reported by USAF AL/OEBA. For example, in a swipe number of 49300000: 4 is a swipe sample (a constant), 93 indicates the year the sample was analyzed (1993), and 00000 is a sequential sample number.

A5.3.8. Reverse Side. Continue entries on the reverse side. Use additional forms if necessary and number pages sequentially.

A5.4. AF Form 495, Swipe Container. Enter all required information properly and accurately to facilitate a quicker response time from USAF AL/OEBA. The approximate waiting time for analysis reports is 2 to 4 weeks, depending on the number of swipe samples shipped to USAF AL/OEBA at one time.

A5.5. Aircraft Diagrams. Use general arrangement drawings of aerospace vehicles to show the location of Mag-Thor panels. Place the item number corresponding to the panel number from the Survey Log in the appropriate area on the drawing of the aircraft. Use simple sketches to describe the location and nomenclature of internal radioactive components, such as flight instruments, switches, and circuit breakers. Keep these document for future reference since the red dot and number on the panel may fade because of weather or age.

A5.6. RSIs and Individual Artifacts. Although the Survey and Swipe Logs are designed for use with aerospace vehicles, they can be adapted to document surveys of RSI holdings and historical property on display or in storage.

A5.6.1. Survey Log. You may list all radioactive RSI holdings or historical property on one or more forms, entering RSI or Historical Property on the Accession Number line.

A5.6.1.1. Leave M/D/S and serial number blank.

A5.6.1.2. For each group surveyed, begin item numbers with the numeral 1. Number all radioactive components in sequence, beginning with 1. Place this number on the 1/4-inch red paint dot used to identify the item as radioactive.

A5.6.1.3. Enter the RSI inventory number or accession number for historical property in the Location on Aircraft/Missile column.

A5.6.1.4. Complete the remaining entries as described in [A5.2.](#) and subparagraphs.

A5.6.2. Swipe Log. You may list all swipes on one or more forms, entering RSI or Historical Property on the Accession Number line.

A5.6.2.1. Leave M/D/S and serial number blank.

A5.6.2.2. Item number 1 on the Swipe Log must correspond to item number 1 on both the component's red paint dot and the Survey Log.

A5.6.2.3. Complete the remaining entries as described in [A5.3.](#) and subparagraphs.

Attachment 6

AFFM CERTIFICATION STANDARDS

A6.1. Certification Inspections.

A6.1.1. All AFFMs are required to receive a certification inspection at least once every five years to ensure adherence to this instruction. In the inspection the quality of the work will receive as much emphasis as compliance. The USAFHP will appoint inspection teams as required to conduct these certification inspections.

A6.1.2. The information contained in this attachment is intended to provide basic guidance for AFFMs in preparing for certification and to assist the certification inspection team. The results of the certification inspection are for use by the USAFHP and the MAJCOM to which the AFFM is assigned.

A6.1.3. The standards for artifact security, accountability, preservation, and conservation apply to all USAF heritage activities having custody of historical property, regardless of status.

A6.2. Administration. Organize and make available the following documents and records:

A6.2.1. Current HPA with attachments.

A6.2.2. Approved mission statement.

A6.2.3. AFFM Strategic Plan that includes: Exhibit Master Plan, Collections Plan, Facilities Utilization Plan, and Financial Plan.

A6.2.4. USAFHP certification document, or records documenting the museum as an official activity of the installation and where the museum is assigned in the organizational structure.

A6.2.5. Conservation or preservation plan and schedule.

A6.2.6. Position descriptions, with staff vitae and staff development (training) plan.

A6.2.7. Budget for current year and next two years.

A6.2.8. Documents relating to the supporting organization, including:

A6.2.8.1. MOUs between the supporting organization and the installation commander and between the supporting organization and the AFFM director.

A6.2.8.2. A copy of the Services license granted under AFI 34-223.

A6.2.8.3. Annual financial statements for the past three years.

A6.2.8.4. Evidence that the operation of the museum gift shop conforms to the MOUs, AFI 34-223 and this instruction.

A6.2.9. AFFM operating instructions.

A6.2.10. Reference material maintained according to professional standards. At a minimum, include:

A6.2.10.1. AFI 84-103 with current changes and MAJCOM supplements.

A6.2.10.2. Professional museum reference books.

A6.2.10.3. Museum policy statements, training text, and information guides issued by the MAJ-COM or USAFHP.

A6.2.10.4. Standard secondary reference books in the subject area of the museum mission statement.

A6.2.11. Functional files with appropriate finding aids maintained according to AFI 37-138, *Records Disposition- Procedures and Responsibilities* and supporting the development of exhibits and storyline. Include:

A6.2.11.1. Primary source reference materials in the subject area of the museum mission statement.

A6.2.11.2. Original photographic images.

A6.2.12. Official files maintained according to AFI 37-138.

A6.2.13. Disaster preparedness and emergency plans outlined in **Chapter 8** of this AFI.

A6.2.14. Visitation records based upon actual counts.

A6.2.15. Educational materials to support the training and orientation requirements of the commander.

A6.3. Installation Support. Installation commanders must support certification inspection by:

A6.3.1. Budgeting ample appropriated funds to meet this instruction's and other mission requirements.

A6.3.2. Keeping buildings neat and in good repair, and making any outstanding civil engineering work orders available for review, with expected completion dates.

A6.3.3. Providing utilities and restrooms.

A6.3.4. Providing DSN and Class A telephone service, and LAN connectivity.

A6.3.5. Making sure the facility meets requirements for physically impaired access and the provisions of the ADA.

A6.3.6. Keeping grounds neat and attractive.

A6.3.7. Making sure visitors can easily find the museum, preferably by following signs, both on the installation and on major arteries leading to the installation.

A6.3.8. Seeing that adequate parking spaces for visitors are assigned to the museum.

A6.4. Staffing.

A6.4.1. Qualified personnel in the GS-1015 or 1016 series fill the Director, Curator or combined positions.

A6.4.2. The command must actively attempt to fill all authorized positions with qualified personnel.

A6.4.3. Museums must be staffed in accordance with **Air Force Manpower Study (AFMS)101B**.

A6.4.4. The owning organization must write accurate staff job descriptions and review positions every 3 years.

A6.4.5. The professional staff must be afforded every reasonable opportunity to attend professional conferences.

A6.4.6. Volunteers must work in accordance with 10 USC 1588.

A6.4.6.1. Volunteers must have completed **AF Forms 3569, USAF Museum System Volunteer Application and Registration**, and **3570, Museum Volunteer Data Card** and have a signed Volunteer Ethics and Standards statement on file.

A6.5. Security. Museum staffs must:

A6.5.1. Meet security requirements without altering or harming the integrity of museum artifacts.

A6.5.2. Identify HVHP and protect it accordingly.

A6.5.3. Conduct a risk assessment (security survey).

A6.5.4. Display HVHP, high cash value resources, and weapons in cases built to "security case" standards outlined in **Attachment 4**.

A6.5.5. Ensure that cases displaying weapons have intrusion detection system (IDS) protection installed.

A6.5.6. Ensure that facilities displaying crew-served weapons have perimeter IDS installed.

A6.5.7. Render weapons temporarily inoperable while on display (except as noted in **Chapter 8**).

A6.5.8. Complete **AF Form 3580, Aerospace Vehicle Static Display Acceptance, Condition, and Safety Certificate**, on all aerospace vehicles.

A6.5.9. Complete Radiation Surveys and assemble proper documentation.

A6.5.10. Provide fire detection in all parts of the facility and connect the central alarm to the installation fire department.

A6.5.11. Make sure hazardous materials are not stored near artifact areas.

A6.5.12. Have fire marshal and facility engineers inspect fire detection and suppression systems on a regular basis.

A6.5.13. Provide emergency lighting.

A6.5.14. Properly handle weapons and munitions (see **Chapter 8**).

A6.5.15. If fire suppression and IDS protection for all areas of the AFFM are not present, include the requirement in the parent organization's financial plan.

A6.6. Accessioning, Cataloging, and Accountability. Museum staffs must:

A6.6.1. Assemble and organize the following documents and records:

A6.6.1.1. Accession register.

A6.6.1.2. Source of accession file (may be maintained electronically).

A6.6.1.3. Historical property accession folders.

A6.6.1.4. Individual aircraft files.

- A6.6.1.5. RSI inventory records.
- A6.6.1.6. Historical property photographic negative files or digital image files (with back-up files).
- A6.6.1.7. Current HPA inventory provided by the Command Historian.
- A6.6.1.8. A document register assigning document numbers to official transfer and transmittal documents.
- A6.6.2. Record the receipt of any property in the accession register within 24 hours of receipt.
- A6.6.3. Keep the accession register in good condition with no loose or damaged pages.
- A6.6.4. Write accession numbers or groups of numbers in the accession register.
- A6.6.5. Secure the accession register when not in use.
- A6.6.6. Limit access to the accession register to those who actually use it.
- A6.6.7. Create an accession folder for each donation (artifact when appropriate).
- A6.6.8. Keep in each folder documentary proof of Air Force ownership of the accessioned artifact. Keep in each folder all original incoming correspondence, conservation worksheets, bibliographies, photographs, and other documents concerning artifacts.
- A6.6.9. Tag artifacts with their accession numbers until they are cataloged.
- A6.6.10. Store uncataloged artifacts separately from the remainder of the collection.
- A6.6.11. Once they are cataloged, place permanent (yet reversible) accession numbers on artifacts.
- A6.6.12. Place accession numbers so that they are unobtrusive, do not deface objects or detract from their visual appeal when exhibited.
- A6.6.13. Remove old accession numbers and other marks that could be construed as current numbers, if you can reasonably do so without damaging the artifact. Record the numbers in the accession folder and on the remarks section of the current catalog card.
- A6.6.14. Acquire and neatly arrange materials and equipment for accessioning and cataloging.
- A6.6.15. Complete **AF Form 3582 USAF Museum System Accession Worksheet**, for each artifact.
- A6.6.16. Arrange **AF Forms 3582** for easy retrieval.
- A6.6.17. On the catalog card, pencil in the location of each artifact.
- A6.6.18. Photograph all artifacts and keep photographs in each folder, storing negatives separately and recording numbers. Store disk(s) containing digital images separately.
- A6.6.19. Apply reference numbers in soft pencil to archives and affix permanent numbers to archival folders or containers.
- A6.6.20. Mark and date reproductions as prescribed to distinguish them from originals.
- A6.6.21. Use local procedures (*not AF Form 3582*) to catalog reproductions.

A6.7. Artifact Conservation and Preservation. Museum staffs:

- A6.7.1. Make sure historical property is not used for its originally intended purpose. Do not catalog objects in living history demonstrations or any other situations where they could suffer wear, damage, or deterioration.
- A6.7.2. Have adequate climatic controls (heat, air conditioning, and humidity) installed in AFFM display and storage areas to stabilize the environment and preserve the collection.
- A6.7.3. Strive to keep temperature and relative humidity constant, allowing no more than a 5-degree or 5-percent variation of the norm established for the museum.
- A6.7.4. Regularly monitor and record environmental conditions in all areas.
- A6.7.5. Control illumination striking historical objects by type, wave length, and duration according to the sensitivity of each artifact.
- A6.7.6. Keep light-sensitive objects in total darkness or in light proof containers except for temporary inspection, exhibition, study or conservation.
- A6.7.7. Keep light level for pigmented or dyed textiles, artwork, ethnographic items or manufactured goods under 15-foot candles or 150 lux.
- A6.7.8. Filter ultra violet (UV) light sources.
- A6.7.9. Keep biological agents out of museum artifacts.
- A6.7.10. In eradicating biological agents, use methods that cause no harm to the historical collection.
- A6.7.11. Keep museum areas reasonably free of dust and airborne particles and gaseous pollutants.
- A6.7.12. Wear proper gloves when handling artifacts (white cotton) and photographic materials (white cotton *without* nonskid grips).
- A6.7.13. Use standard conservation or other approved barriers to prevent contact of artifacts with other objects, supporting surfaces or portions of the object itself that may cause damage.
- A6.7.14. Keep artifacts free of unchecked or nonstabilized corrosion.
- A6.7.15. Keep nonferrous metals free of verdigris or stearates.
- A6.7.16. Keep objects free of hostile adhesives.
- A6.7.17. Program seriously weakened objects for conservation treatment to prevent irreparable damage.
- A6.7.18. Have competent professionals of demonstrated ability who abide by museum ethics perform all conservation work.
- A6.7.19. Make a thorough examination with photographic record and completed condition report before conducting conservation work.
- A6.7.20. Review a summary of proposed treatment with the USAFHP conservator before beginning detailed conservation work.
- A6.7.21. Keep in each accession folder a record, with before and after photographs, of portions added, repaired, and removed and all other work performed on the artifact.

- A6.7.22. Store untreated artifacts and specimens apart from treated ones to prevent contaminating treated artifacts.
- A6.7.23. Keep storage areas exclusively for housing the historical artifact collection.
- A6.7.24. Limit access to storage areas to those working with the collection.
- A6.7.25. Ensure storage areas are large enough for collections on exhibit without crowding collections that are not on exhibit.
- A6.7.26. Organize storage areas for easy access to cabinets, racks, and shelves. Make aisles wide enough for easy maneuvering of artifacts and storage units. Provide enough good-quality cabinets, racks and shelves to store artifacts adequately. Keep cabinets free of dust and insects.
- A6.7.27. Regularly clean storage areas with housekeeping materials or techniques that do not harm artifacts.
- A6.7.28. Store objects in cabinets separately, using museum-safe containers.
- A6.7.29. Cushion objects to prevent damage from abrasion and movement.
- A6.7.30. Raise bottom shelves of open-shelf units far enough off the floor to minimize damage if flooding should occur.
- A6.7.31. Carefully pack museum boxes, padding contents with museum-safe tissue to prevent damage to artifacts through mishandling.
- A6.7.32. Shelve museum and archival boxes so that their contents are supported and the boxes are not crushed.
- A6.7.33. Use acid-free folders and acid-free boxes to store historical reference materials.
- A6.7.34. Store oversized prints, sketches, documents, manuscripts and other historical reference materials individually in acid-free archival folders flat in metal cabinets.
- A6.7.35. Do not use adhesives on any historical reference materials.
- A6.7.36. Thoroughly check all incoming textiles for signs of mold, mildew or vermin infestation prior to introduction to the collection.
- A6.7.37. Roll large two-dimensional textiles, such as flags and colors, on museum-safe cylindrical supports and suspend them horizontally.
- A6.7.38. Hang garments on padded hangers or lay them flat in wide drawers with proper padding to ensure support.
- A6.7.39. Store long arms in racks of correct size and style to ensure support.
- A6.7.40. Pad weapon racks to prevent damage to weapons.
- A6.7.41. Support and pad edged weapons to prevent damage.
- A6.7.42. Regularly inspect artifacts for signs of deterioration.

A6.8. Exhibits. Exhibits must accurately reflect the scope of collections and mission statements. The museum staffs:

- A6.8.1. Design exhibits to follow an approved storyline.

- A6.8.2. Design exhibits that are tasteful and dignified.
- A6.8.3. Create exhibits that are historically accurate, with no flagrant errors or conscious distortions of historical accuracy.
- A6.8.4. Exhibit objects of good quality and in stable condition.
- A6.8.5. Keep temperature and humidity levels inside exhibit cases within acceptable ranges.
- A6.8.6. Keep lighting in museum and exhibit areas within safe levels for protecting artifacts.
- A6.8.7. Protect light-sensitive materials with U/V filters or other appropriate shields.
- A6.8.8. Use fire resistant materials throughout.
- A6.8.9. Build exhibit cases of quality materials, avoiding hostile substances and adhesives, to minimize the entrance of dust and vermin. (See [Attachment 4](#).)
- A6.8.10. Securely mount items to the exhibit to prevent movement, damage, or theft.
- A6.8.11. Use museum-safe materials to construct exhibit furniture or to prevent museum artifacts from contacting hostile surfaces.
- A6.8.12. Use no mounts, supports or exhibit techniques that would damage objects being displayed.
- A6.8.13. Design exhibits to prevent visitors from casually touching or handling the objects, except in circumstances where visitor participation is the goal.
- A6.8.14. Put no original objects on permanent display, except as outlined in this instruction.
- A6.8.15. Rotate objects on exhibit to promote their preservation.
- A6.8.16. Make sure oversized objects on long-term exhibit are not suffering damage or deterioration.
- A6.8.17. Do not display original photographs or documents.
- A6.8.18. Periodically examine objects "through the glass" for deterioration, and examine questionable activity more closely.
- A6.8.19. Open exhibit cases on a scheduled basis for dusting and glass cleaning and to inspect and dust objects.
- A6.8.20. Closely inspect display objects on a scheduled basis for deterioration or damage.
- A6.8.21. Keep records of such examinations on file.
- A6.8.22. Design exhibits to be balanced, logical and aesthetically pleasing.
- A6.8.23. Create a design concept that fits its subject matter and setting.
- A6.8.24. Write label copy that covers a wide range of audience interest and sophistication. Use clear, readable, language.
- A6.8.25. Keep exhibit panels in good condition and not faded, flaking or otherwise damaged.
- A6.8.26. Keep mounted photographs and transparencies in good condition and protect against fading and scratching.
- A6.8.27. Keep exhibits with "working" portions (that is, audio-tapes, electrical maps or mechanical devices) in good working condition.

A6.8.28. Keep a supply of light bulbs of the proper wattage available for replacement in exhibit cases and exhibit rooms.

A6.8.29. Create and follow standards, schedules and procedures for cleaning exhibits.

A6.8.30. Keep the stable protective green patina on brass and bronze objects from being disturbed.

A6.8.31. Use an inert platform to support vehicles and other oversize artifacts, so that their wheels do not bear the full weight of the object.

A6.9. Aerospace Vehicles. Museum staffs:

A6.9.1. Ensure that aircraft and missiles on display reflect favorably on the Air Force (HPA).

A6.9.2. Keep the display site adequately maintained and attractive.

A6.9.3. Label and identify aircraft accurately.

A6.9.4. Secure canopies, windows, doors, hatches and panels from public entry.

A6.9.5. Remove antenna wires from aircraft on outdoor display.

A6.9.6. Bird proof aircraft and missiles by screening, plugging or covering vents, nozzles, wheel wells, cowlings and cowl flap areas, intakes, air scoops and exhausts (piston or turbine engines).

A6.9.7. Secure retractable landing gears in the down position with positive locking devices.

A6.9.8. Remove or repair any evidence of internal or external corrosion or damage.

A6.9.9. Allow no water accumulation in the airframe, display mount or supporting devices.

A6.9.10. Secure control surfaces.

A6.9.11. Use tie-down devices.

A6.9.12. Park aircraft and missiles on paved surfaces or concrete pads. Use stands or tire fill to relieve stress on tires.

A6.9.13. Assemble files for each aircraft. These include documentation of conservation, preservation, restoration or maintenance activities, safeing and demilitarization, radiation survey and a master list of any missing parts or components.

Attachment 7**SELECTED BIBLIOGRAPHY ON MUSEUM OPERATIONS**

- Alderson, William T., and Shirley Payne Low. Interpretation of Historic Sites. Walnut Creek CA: AltaMira Press, 1985.
- Alexander, Edward P. Museums in Motion: An Introduction to the History and Functions of Museums. Walnut Creek CA: AltaMira Press, 1989.
- Ames, Kenneth, Barbara Franco and L. Thomas Frye. Ideas and Images: Developing Interpretive History Exhibits. Walnut Creek CA: AltaMira Press, 1992.
- Applebaum, Barbara. Guide to Environmental Protection of Collections. Madison CT: Sound View Press, 1991.
- Bachman, Konstanze. Conservation Concerns: A Guide for Collectors and Curators. Washington DC: Smithsonian Institution Press, 1992.
- Buck, Rebecca A., and Jean Allman Gilmore. The New Museum Registration Methods, 4th Ed. Washington, DC: American Association of Museums, 1998.
- Burcaw, G. Ellis. Introduction to Museum Work., 3rd Ed. Walnut Creek CA: AltaMira Press, 1997
- Collins, Zipporah, ed. Selected Reprints from Museums, Adults, and the Humanities: A Guide for Educational Programming. Washington DC: American Association of Museums, 1993.
- Dean, David. Museum Exhibition: Theory and Practice. New York: Routledge, 1996.
- Edson, Gary, and David Dean. Handbook for Museums. New York: Routledge, 1996.
- Grinder, Alison L. and E. Sue McCoy. The Good Guide: A Sourcebook for Interpreters, Docents and Tour Guides. Scottsdale, AZ: Ironwood Publishing, 1985.
- Ham, F. Gerald. Selecting and Appraising Archives and Manuscripts. Chicago: The Society of American Archivists, 1993.
- Knell, Simon. Care of Collections. New York: Routledge, 1994.
- Liston, David, ed. Museum Security and Protection: A Handbook for Cultural Heritage Institutions. International Council of Museums, International Committee on Museum Security, 1993.
- Lord, Barry and Gail Dexter Lord. The Manual of Museum Management. The Stationery Office, 1997.
- MacLeish, A. Bruce. The Care of Antiques and Historical Collections. Walnut Creek CA: AltaMira Press, 1985.
- National Park Service. Museum Handbook. Washington, DC: Government Printing Office, 1990.
- Pitman, Bonnie, ed. Presence of Mind: Museums and the Spirit of Learning. Washington DC: American Association of Museums, 1999.
- Pitman-Gelles, Bonnie. Museums, Magic and Children: Youth Education in Museums. Washington DC: Association of Science-Technology Centers, 1981.
- Ritzenthaler, Mary Lynn. Preserving Archives and Manuscripts. Chicago: The Society of American Archivists, 1993.

Ritzenthaler, Mary Lynn, Gerald J. Munoff, and Margery S. Long. Archives & Manuscripts: Administration of Photographic Collections. Chicago: The Society of American Archivists, 1984.

Salmen, John P.S., ed. Everyone's Welcome: The Americans with Disabilities Act and Museums. Washington, DC: American Association of Museums, 1998.

Schultz, Arthur Warren. Caring for Your Collections. New York: Harry N. Abrams, Inc., 1992.

Serrell, Beverly. Exhibit Labels: An Interpretive Approach. Walnut Creek CA: AltaMira Press, 1996.

Shapiro, Michael, et.al. A Museum Guide to Copyright and Trademark. Washington, DC: American Association of Museums, 1999.

Wilhelm, Henry. The Permanence and Care of Color Photographs: Traditional and Digital Color Prints, Color Negatives, Slides, and Motion Pictures. Grinnell, Iowa: Preservation Publishing Company, 1993.

Attachment 8**IC 2004-1 TO AFI 84-103, U S AIR FORCE HERITAGE PROGRAM**

27 OCTOBER 2004

SUMMARY OF REVISIONS

This revision incorporates Interim Change IC 2004-1. This change replaces the USAF Museum Advisory Board with the USAF Heritage Program Board of Directors (paragraphs 1.2 and 1.2.3) and directs that SAF/AA serve on the Board (paragraph 1.2.3.3). It deletes the requirement that HQ USAF/CCC, all CONUS MAJCOM CVs, NGB/CF, and the Deputy Director of the National Air and Space Museum (ex-officio) serve on the Board. This change also strengthens inventory procedure language for historical property on loan to heritage activities (6.14) and increases the requirement for photographs of historical property on loan from every four years to every two years (6.14.2).

1.2. USAFHP Board of Directors. On behalf of the Secretary of the Air Force (SAF), the USAFHP Board of Directors (Board) provides strategic policy guidance, operations direction and management control to the USAFM and USAFHP. The Board shapes, reflects and advocates the institutions' values and goals.

1.2.2. The Board meetings will be facilitated by the Executive Secretary (HQ USAF/HO).

1.2.3. The Board will guide and assist the USAFHP Director in the accomplishment of the responsibilities outlined in 1.1.2.1. It shall consist of five, permanent Government employees and active duty Air Force personnel who exercise sole voting authority:

1.2.3.3. The Administrative Assistant to the Secretary of the Air Force (SAF/AA).

1.2.3.4. Air Force Material Command (AFMC) senior leadership.

1.2.3.5. The USAFHP Director (USAFM/MU).

1.2.3.6. DELETED

1.2.3.7. DELETED

1.2.3.8. DELETED

1.2.4. The Board may consult an advisory group of retired Air Force, industry, or professional leaders as it deems necessary to provide expert advice, ideas and diverse opinions on matters pertinent and essential to the national museum and the USAFHP. These consultants serve in a non-voting capacity.

1.2.5. The USAFHP Board of Directors will meet at least annually at the call of HQ USAF/CVA. They will report annually to the SAF the preservation and exhibition of the material culture of the U.S. Air Force in compliance with 16 U.S.C. 431et seq. in accordance with the authority of the SAF under 10 U.S.C. 8013. The written report shall include the status and accomplishments of the USAFHP as well as recommended changes in response to identified shortfalls and factors limiting the success of the program. Additionally, the Board's functions will be to:

1.2.5.1. Review progress on issues of concern to the national museum and the USAFHP.

1.2.5.3. Assist in locating individuals and organizations that can contribute to the work of the national museum and the USAFHP.

1.2.5.4. Review current operating procedures and organizational structure; recommend new policies or courses of action as needed relative to the operation of the national museum and the USAFHP.

6.14. Inventory Reporting and Control. Proper stewardship of USAFHP collections includes regular and comprehensive inventories of all historical property. IAW RCS: HAF-HO(A)8801, *Report of Historical Property*, USAFM/MUC must account for and report all USAFHP historical property biennially. For historical property on loan to heritage activities, USAFM/MUC sends out the Report of Historical Property (inventory) and a "Points of Contact" list to each MAJCOM/HO no later than 1 February of the appropriate year. MAJCOM/HOs will in turn coordinate with the HPCs of their individual heritage activities to accomplish a comprehensive wall-to-wall inventory of all historical property. USAFM/MUC staggers this inventory schedule so that only half of all heritage activities submit their certified inventory lists in any calendar year. MAJCOM/HOs will reply back to USAFM/MUC with completed inventories no later than 1 May of the same year.

6.14.1. To accomplish inventories, heritage activities will:

6.14.1.1. Physically inspect each item and verify nomenclature and accession number against the inventory listing provided by USAFM/MUC. They will also note any discrepancies such as shortages, damage or deterioration, and provide a brief explanation of the problem and recommended corrective action. Prior to submission, heritage activities will review the "Points of Contact" list sent with their inventory and

annotate changes, corrections, etc. as needed. If a new HPC has been assigned, his/her appointment letter, signed by the Commander, must be included (see 6.16).

6.14.1.2. List any historical property received from sources other than USAFM for display purposes which do not appear on the inventory. Provide completed AF Form 3582, USAF Museum System Accession Worksheet (see 6.15.2), photographs (see 6.14.5), AF Form 3571, Proffers of Gift (if appropriate) (see 6.15.1), and all other accountability paperwork which accompanied the property. These items will be added to your loan inventory.

6.14.1.3. Every fourth year, on a schedule established by USAFM/MUC, MAJCOM/HOs will include in their biennial reporting requirements color photographs of all historical property regardless of location. Photograph each item. Provide a standard 3x5 or 4x6 35 mm color print or digital image in “jpeg” format of each *artifact on display (or in collection)* in sufficient detail to permit positive identification. Insure the artifact’s accession number is in the photograph, or clearly marked on the back of the print. If photographs are digital form, the accession number must be in the image and also must be the image file name. Also provide standard 3x5 or 4x6 35 mm color print or digital image in “jpeg” format of each *aircraft and missile* in sufficient detail to show the overall condition and serial number of the airframe. Insure the M/D/S (model, design, series), serial number, and USAFM accession number is clearly marked on the back of each print. If an aircraft or missile has been repainted to represent another airframe, label the print with the actual tail number shown on the DD Form 1149 for that airframe.

6.14.2. When complete, HPCs will sign inventory lists certifying that all historical property has been physically inventoried and accounted for and any discrepancies noted (see 6.17 for guidance on lost or damaged historical property). Completed inventory packages will include the signed and certified inventory list (see 6.14), an updated HPC “point of contact” list, one copy of the HPA signed by the organizational commander or vice commander, and photographs or digital images of all historical property on the loan inventory (if applicable).

6.14.3. Photograph each item. Provide a standard 3x5 or 4x6 35 mm color print or digital image in “jpeg” format of each *artifact on display (or in collection)* in sufficient detail to permit positive identification. Insure the artifact’s accession number is in the photograph, or clearly marked on the back of the print. Also provide standard 3x5 or 4x6 35 mm color print or digital image in “jpeg” format of each *aircraft and missile* in sufficient detail to show the overall condition and serial number of the airframe. Insure the M/D/S (model, design, series), serial number, and USAFM accession number is clearly marked on the back of each print. If an aircraft or missile has been repainted to represent another airframe, label the print with the actual tail number shown on the DD Form 1149 for that airframe.

6.14.4. When complete, HPCs will sign inventory lists certifying that all historical property has been physically inventoried and accounted for and any discrepancies noted (see 6.17 for guidance on lost or damaged historical property). Completed inventory packages will include the signed and certified inventory list (see 6.14), an updated HPC “point of contact” list, one copy of the HPA signed by the organiza-

tional commander or vice commander, and photographs or digital images of all historical property on the loan inventory.