



SECRETARY OF THE ARMY
WASHINGTON

01 DEC 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive 2016-39 (Establishment of the Army Museum Enterprise)

1. This directive establishes the Army Museum Enterprise (AME), a management framework for Army museums executed by the U.S. Army Center of Military History.
2. This policy is effective 1 December 2016 and applies to all U.S. Army and U.S. Army Reserve museums. AME policies and procedures also apply to the accountability and security of Army property in National Guard museums.
3. The purpose, structure, mission, roles and responsibilities, and governance of AME are provided in the interim policy in the enclosures.
4. To the extent that the interim policy and the provisions of Army Regulation (AR) 870-20 (Museums and Historical Artifacts) conflict, the provisions of this directive take precedence.
5. The Center of Military History is the proponent for this policy and will incorporate the provisions of this directive into the next revision of AR 870-20.
6. The provisions of this directive and its enclosures will remain in effect until rescinded upon publication of the revised AR 870-20.

A handwritten signature in black ink, reading "Eric K. Fanning", is positioned above the printed name. The signature is fluid and cursive.

Eric K. Fanning

Encls

DISTRIBUTION:

Principal Officials of Headquarters, Department of the Army
Commander

- U.S. Army Forces Command
- U.S. Army Training and Doctrine Command
- U.S. Army Materiel Command
- U.S. Army Pacific
- U.S. Army Europe
- (CONT)

SUBJECT: Army Directive 2016-39 (Establishment of the Army Museum Enterprise)

DISTRIBUTION: (CONT)

U.S. Army Central
U.S. Army North
U.S. Army South
U.S. Army Africa/Southern European Task Force
U.S. Army Special Operations Command
Military Surface Deployment and Distribution Command
U.S. Army Space and Missile Defense Command/Army Strategic Command
U.S. Army Cyber Command
U.S. Army Medical Command
U.S. Army Intelligence and Security Command
U.S. Criminal Investigation Command
U.S. Army Corps of Engineers
U.S. Army Military District of Washington
U.S. Army Test and Evaluation Command
U.S. Army Installation Management Command
Second Army
Superintendent, United States Military Academy
Director, U.S. Army Acquisition Support Center
Executive Director, Arlington National Cemetery
Commandant, U.S. Army War College
Commander, U.S. Army Accessions Support Brigade

CF:

Director, Army National Guard
Director of Business Transformation
Commander, Eighth Army

INTERIM POLICY FOR THE ARMY MUSEUM ENTERPRISE

Army Museum Enterprise (AME) is a term describing a management construct for Army museums executed by the U.S. Army Center of Military History (CMH), a field operating agency of the Office of the Administrative Assistant to the Secretary of the Army.

1. Purpose. The purpose of this interim policy is to define governance, responsibilities, and steady-state procedures for the AME.
2. Applicability. This interim policy applies to all Active Army and U.S. Army Reserve museums. AME policies and procedures also apply to the accountability and security of Army property in National Guard museums.
3. References. A complete list of references is at enclosure 4.
4. Background. Currently, the Army has 57 museums and the Army National Guard (ARNG) has 48 designated museum activities. More than 90 percent of Army museums are centrally funded through a Management Decision Package established in 2001. Since 2000, the Army Historical Collection has increased dramatically in size and now contains over 597,000 items, with 75,000 items yet to be cataloged. This growth in property occurred simultaneously with a progressive decline in museum staffs. Army museums are currently staffed at 70 percent of requirements in the aggregate, with most staffed at 55 percent or less.
5. Structure. The AME is a management construct for Army museums. It is a network of museums, training support facilities (TSFs), historical collections, heritage displays, and support centers that perform education, training, research and development, conservation and preservation, unit heritage activities, and public outreach for the Army. The AME and its artifact management processes are governed by law, regulation, and executive order (see enclosure 4), as well as this interim policy.
 - a. Staffing. The AME employs museum professionals who are subject matter experts in the heritage, technology, and material culture of particular branches, units, and other elements of the Army. These experts curate individual collections in support of units, schools, centers, and mission commanders, but also collaborate in realizing the vision of the AME.
 - b. Museums. Museums are appropriated fund entities organized on a permanent basis that use a professional staff, possess and manage historical artifacts and art, exhibit artifacts and historical materials, educate Soldiers and visitors on a regular basis, and meet the requirements of Army Regulation (AR) 870-20 and this interim policy.

c. Training Support Facilities. TSFs are designed for the preservation and storage of obsolete, prototype, experimental, first production, and field-modified materiel (current technology) for military purposes. TSFs are exclusively for training Soldiers and supporting research and development, and therefore are not open to the public.

d. Historical Collections. Historical collections are collections of artifacts and art that serve as repositories of technology and material culture and are maintained for research and the education and training of Army Soldiers and Civilians. A historical collection is secured and accounted for by an accountable officer and meets all the same criteria as a museum in regards to display, security, and environmental controls. A historical collection is not open to the public.

e. Heritage Displays. Heritage displays are “static displays” that interpret historical themes but do not contain historical artifacts or art.

f. Museum Support Centers. Museum support centers are predominantly repositories for the preservation of artifacts and art that the AME is not currently using.

6. Mission. The mission of the AME is to support the training, education, and esprit de corps of Soldiers and Army Civilians; to serve as the repository and steward for the Army’s material culture; to support Army research and development and civil works programs; and to facilitate public education regarding the Army and its heritage of service to the Nation.

7. Vision. The AME will be a first-class enterprise that efficiently and effectively captures, preserves, displays, and presents the material culture and heritage of the Army now and into the future. It will present and interpret the Army’s history in innovative ways to accomplish its mission. The museums tie us to our military and civilian communities, maintain and showcase Army customs and traditions through preservation, and inform and influence military and civilian researchers and decision makers alike. The AME is a unique and invaluable resource for Army strategic communication and civil-military relations.

8. Concept of Operations. The AME General Officer Steering Committee (GOSC) will provide senior leader oversight and will be supported by the AME Working Group. CMH will provide management oversight. Daily operations of AME museums remain under the direction of the local mission commander, and all Army museums execute the intent of those commanders. The AME maintains 100-percent property accountability and has a measurable effect on the education of Soldiers, Army Civilians, and the public.

a. As the Army’s proponent for museums, CMH provides centralized control, with decentralized execution at the command level. CMH also provides expertise in governance, funding, structure, program development, human resources management, and materiel management that strengthens the quality of local museums in partnership

with the mission commander. CMH recommends management decisions regarding the AME to the AME Working Group for the GOSC to consider.

b. Museums and storage facilities are strategically located to best support the Army's mission and are appropriately sized in accordance with available resources.

c. AME staff members are trained professionals in fields such as conservation, curation, education, materiel management, operations, and exhibit design working together as a single team.

9. AME Governance

a. Secretary of the Army. The Secretary will serve as the Army's decision-making authority for AME policy.

b. General Officer Steering Committee. AME strategic oversight will be provided by the AME GOSC, which will be composed of representatives from HQDA and commands with AME equities. The AME GOSC will provide a way for commands and mission commanders to elevate concerns and issues to a senior level body for consideration. Upon recommendation by the GOSC, unresolved issues will be forwarded through the Under Secretary of the Army to the Secretary of the Army and the Vice Chief of Staff, Army for a decision (see enclosure 2, AME Business Rules).

(1) Cochairs. The Administrative Assistant to the Secretary of the Army and the Director of the Army Staff will cochair the GOSC.

(2) Voting Members. The GOSC has 12 voting members: Assistant Secretary of the Army (Installations, Energy and Environment); Deputy Chief of Staff, G-4; Deputy Chief of Staff, G-8; Assistant Chief of Staff for Installation Management; Commanding General (CG), U.S. Army Special Operations Command (USASOC); CG, U.S. Army Medical Command (MEDCOM); CG, U.S. Army Corp of Engineers (USACE); CG, U.S. Army Installation Management Command; Commandant, U.S. Army War College (USAWC); Deputy CG, U.S. Army Training and Doctrine Command (TRADOC); Director, ARNG; and CG, U.S. Army Reserve Command.

(3) Nonvoting Members. Nonvoting membership will be open to all Army Commands, Army Service Component Commands, Direct Reporting Units, and directly supported installation mission commanders. Under special circumstances, voting privileges will be extended to decisions involving their equities.

10. AME Roles and Responsibilities. The organizing principle of the AME is centralized control with decentralized execution.

a. The AME will report to the Secretary of the Army, who will exercise decision and fiscal authority over Army museums.

b. The Under Secretary of the Army and Vice Chief of Staff, Army will provide executive oversight for the GOSC.

c. The AME GOSC will provide strategic vision and guidance on major AME structural matters such as distribution, required functions, sustainment, collection size, and focus of Army museums. The AME GOSC will meet semiannually to review the consolidated Museum Status Report and act on matters of concern raised by the AME Working Group, AME Collections Committee, and Army senior leaders.

d. The AME Working Group will consist of HQDA representatives and commands with museum equities, and its voting membership will be aligned with GOSC membership. The working group will meet at least once a quarter to review AME activities, report metrics, and discuss issues of concern to members of the enterprise. Members of the working group may nominate issues for visibility, discussion, or decision at the semiannual GOSC. The CMH Army Museums Directorate will coordinate working group meetings (see enclosure 2).

e. CMH will exercise administrative and budgetary proponentcy (“executive control”) of the AME, except for USASOC, MEDCOM, USACE, and USAWC museum activities. CMH will manage the VMUS Management Decision Package and all associated museum table of distribution and allowance (TDA) authorizations, which provide funds and resources for all Army museum activities, except those under USASOC, MEDCOM, USACE, and USAWC. CMH manages the Army’s Historical Property Book and is accountable for all art and artifacts. CMH and other commands identified in this document will continue to oversee daily operations (“local control”) of Army museums. Local control extends to functions such as setting hours of operation; developing educational programs; designing exhibits; curating, displaying, and storing artifacts; and serving in the rating chain for museum personnel.

(1) CMH will ensure that the Army Historical Collection is properly organized, streamlined, and available to support the AME mission.

(2) CMH will serve as the proponent of AME regulations and policy and will execute an AME inspection program to enforce policy and compliance with regulatory guidance.

(3) CMH, as the accountable agency for historical property, will provide support and guidance to AME collection management, budget, and logistics and materiel management, including transportation, storage activities, exhibit design, program development, and personnel management functions.

(4) CMH, as the proponent of the AME, will develop and consolidate a quarterly Museum Status Report, which will include applicable metrics. The specific format of this report will be developed with information from AME stakeholders to mirror the Army’s unit status report. CMH will modify future versions of the Army Historical Collection

Accountability System (AHCAS) to generate the report and its metrics from the museum level, and other reports will use data gathered from other reporting systems.

(5) The Director of Army Museums, CMH will provide semiannual written, metric-driven appraisal input for each Army museum director. Local museum rating officials will use this input, derived from Museum Status Reports and regular inspections, to enforce policy and standards in Army museums.

(6) CMH will continue to exercise both executive and local control responsibilities for the personnel and resources of the following museums: 1st Infantry Division, U.S. Cavalry, 1st Cavalry Division, 1st Armored Division and Fort Bliss, Lewis Army Museum, 3rd Infantry Division, 3rd Cavalry Regiment, 4th Infantry Division, 10th Mountain Division, 11th Armored Cavalry Regiment, 82nd Airborne Division, 101st Airborne Division, Fort Irwin, and Fort Polk.

(7) No later than 31 October 2017, CMH will assume executive and local control, and will define specific support relationships with the respective mission commanders for the following VMUS-funded museums:

(a) Installation Management Command: 25th Infantry Division, Airborne and Special Operations, Fort Meade, Harbor Defense, Museum of Hawaii, Rock Island Arsenal, West Point, White Sands Missile Range, and Yuma Proving Ground.

(b) Eighth Army: 2nd Infantry Division.

(c) U.S. Army Europe: 2nd Cavalry Regiment and Headquarters, Wiesbaden.

(d) U.S. Army North: Fort Sam Houston.

(e) Reserve Command: Headquarters, Reserve Command; Fort Dix Reserve Mobilization; and Fort McCoy.

(8) Upon its transfer, CMH will exercise both executive and local control of the National Museum of the United States Army. The National Museum will be a separate directorate that reports to the Executive Director, CMH.

(9) The museum support centers will report to the CMH Army Museums Directorate. Museum support centers will follow and adhere to AME policy and regulations and maintain 100-percent accountability of all assigned historical property.

f. The AME Collections Committee will provide governance to the Army Historical Collection and will advise the AME Working Group on specific matters related to collections management. The collections committee will use AHCAS to maintain visibility over the entire Army Historical Collection.

(1) The AME Collections Committee will be composed of representatives from all AME stakeholders, with rotating membership extended to museum professionals from Army museums. The collections committee will meet electronically via Defense Connect Services or teleconference at least twice a month or as required.

(2) The CMH Army Museums Directorate will coordinate regular meetings, publish an agenda and summaries as required, and coordinate submission of issues to the AME Working Group and AME GOSC as required (see enclosure 2).

g. Mission and garrison commanders are responsible for the direct support of daily museum operations. Mission and garrison commanders will enforce policy and regulation within museums to ensure compliance with property accountability, physical security, and other administrative requirements. All commands will participate in the development of the local museum's mission statement, exhibit plan, Soldier and Army Civilian education, and public outreach programs. Commands will be included in all museum personnel management activities.

11. AME-Unique Authorities and Responsibilities

a. Training and Doctrine Command. The TRADOC Military History and Heritage Program directly supports TRADOC's core function of education. The program, managed by the TRADOC Military History and Heritage Office (MHHO), uses museums and TSFs colocated with the Army's branch schools, academies, and colleges across the Nation. The dispersed locations of the 23 TRADOC museums allow for great efficiency in training time and travel expense. The close proximity of these museums to teaching institutions allows for hundreds of thousands of Soldiers and leaders to be trained annually.

(1) The TRADOC MHHO executes a clearly established program of professional military education, training, leader development, and public outreach that supports the TRADOC mission. The TRADOC MHHO will exercise local control over Army museums at TRADOC centers and schools. The MHHO is a key stakeholder in the AME Working Group and supports the TRADOC core member of the AME GOSC.

(a) TRADOC museums are: Adjutant General's Corps, Air Defense Artillery, Armor and Cavalry Collection, Army Women's, Aviation, Basic Combat Training, Chaplain Corps, Chemical Corps, Engineer, Field Artillery, Finance Corps, Fort Huachuca, Fort Sill, Frontier Army, Heritage Center of the NCO, Military Intelligence, Military Police Corps, National Infantry, Ordnance Collection, Patton, Quartermaster, Signal Corps, and Transportation Corps.

(b) TRADOC will continue to develop museums, TSFs, and heritage displays in support of its training and education missions.

(2) The TRADOC MHHO will initiate and execute all personnel actions involving museum professionals in the 1015 and 1016 series in accordance with TRADOC Regulation 690-4 (Recruitment and Selection of Museum Division Chiefs, Museum Directors/Supervisory Curators, Curators, Supervisory Archivists, and Archivists). TRADOC will retain responsibility to execute the Total Army Performance Evaluation System for all TRADOC museum staff members. CMH will support TRADOC museum personnel actions as appropriate.

(3) The TRADOC MHHO is the proponent for heritage educational programs at branch museums and will conduct staff assistance visits to field museums as necessary.

(4) The TRADOC MHHO will collaborate with CMH in the planning, management, and execution of civilian pay, operational funds, and authorizations in VMUS. The MHHO will prioritize expenditures for TRADOC museums and coordinate with CMH for funding in the year of execution. The MHHO will coordinate with CMH on budgeting TRADOC museums' expenses in outyears through the Program Objective Memorandum process.

(5) TRADOC commanders and commandants will have a voice in the acquisition and disposition of the collections of branch museums through the TRADOC MHHO.

(6) TRADOC commanders and commandants will manage daily museum activities, adhering to baseline TRADOC standards in developing programs and exhibits. Commanders and commandants will prioritize operational uses and museum staff duties for the museums.

(7) TRADOC museums and TSFs will adhere to baseline curricular standards as specified in TRADOC Regulation 350-13 (Museum History and Heritage Education Program) and manage such instruction in the scheduled programs of instruction of commanders and commandants.

(8) TRADOC commanders and commandants will have approval authority for any proposed change to the status of a TSF, museum, historical activity, or heritage display.

(9) TRADOC museums will be accessible to Soldiers and leaders for education and training purposes. CMH will maintain museum full-time equivalent professional civilian staff levels to sustain and support Soldier education and training populations.

(10) TRADOC commanders and commandants will monitor property accountability and accountability procedures for sensitive items through the Army Museum Information System and the Museum Status Report.

b. Special Operations Command

(1) USASOC maintains the John F. Kennedy Special Warfare Museum, Fort Bragg, North Carolina, and its historical collection.

(2) USASOC exercises executive and local control over its museum. The CG, USASOC will prioritize the museum facility's operational uses and museum staff duties. The Special Warfare Center and School Museum accomplishes professional military education, training, and leader development missions.

(3) Funding for the USASOC museum, including civilian pay, will continue to come from Major Force Program-11. USASOC will continue to meet all requirements for administration, physical security, property accountability, status reporting, and maintenance of operational funding levels as appropriate.

(4) Museum authorizations will remain on the USASOC TDA.

(5) The USASOC museum will adhere to baseline curricular standards as specified in TRADOC Regulation 350-13, as well as any training requirements USASOC stipulates.

c. Medical Command

(1) MEDCOM maintains the Army Medical Department Museum, Fort Sam Houston, Texas, and its historical collection.

(2) MEDCOM exercises executive and local control over its museum. The CG, MEDCOM will prioritize the operational uses and museum staff duties for the museum. The MEDCOM museum accomplishes professional military education, training, and leader development.

(3) Funding for the MEDCOM museum, including civilian pay, will continue to come from the Defense Health Program. MEDCOM will continue to meet all requirements for administration, physical security, property accountability, status reporting, and maintenance of operational funding levels as appropriate.

(4) Museum staff will remain on the MEDCOM TDA.

(5) The MEDCOM museum will adhere to baseline curricular standards as specified in TRADOC Regulation 350-13.

d. Corps of Engineers. The USACE History Office manages the USACE collection of historical artifacts. The collection portrays USACE's unique role in American history and its current civil works, military construction, and disaster relief missions that mirror the Corps' military and civilian heritage.

(1) USACE maintains the following historical collection: USACE research activity at 7701 Telegraph Road, Alexandria, Virginia.

(2) Headquarters, USACE exercises executive and local control over its History Office and historical collection. The collection provides education and training for USACE personnel. Historians and engineers use the artifacts in the collection to study the evolution of the technology used to execute the USACE civil works, military construction, and combat support missions. In addition, the USACE curator serves as the subject matter expert for the identification, preservation, and interpretation of material culture across USACE.

(3) Funding for the USACE historical collection, including civilian pay, will continue to come from the Civil Work appropriations that Congress provides. USACE will continue to provide the necessary administrative, human resources, security, and facilities management services to support its personnel and historical collection. As part of its human resources services, USACE will select, manage, and rate all personnel assigned to its historical collection. The USACE Historical Officer will provide status reporting on its museum operations in accordance with Army regulations.

(4) The USACE curator will remain on the USACE TDA.

e. Army War College

(1) USAWC maintains a historical collection: the Army Heritage and Education Center (AHEC), located at Carlisle Barracks, Pennsylvania. AHEC contains a museum component open to the public.

(2) USAWC exercises executive and local control over its historical collection. The Commandant, USAWC will prioritize facility operational uses and staff duties. AHEC accomplishes professional military education, training, and leader development missions.

(3) Funding for AHEC, including civilian pay, will continue to come from USAWC. AHEC will continue to meet all requirements for administration, artifact physical security and accountability, status reporting, and maintenance of operational funding levels as appropriate.

(4) Museum staff will remain on the AHEC TDA.

f. National Guard of the United States and Army National Guard

(1) As the statutory channel of communication between the Department of the Army and the National Guard of the United States, the National Guard Bureau (NGB) serves as an operating activity that provides administrative oversight for ARNG museums.

(2) NGB Historical Services (NGB-PAH) serves as the NGB office of primary responsibility for ARNG museums, with a staff curator to manage ARNG museum program actions.

(3) State and Territorial Governors and the CG, District of Columbia National Guard (DCNG) appoint U.S. property and fiscal officers for their jurisdictions, subject to the approval of the Chief, NGB. For museum activities, the property and fiscal officers provide Federal (Title 10) limited oversight of ARNG museum operations, specifically Federal property accountability and approved cooperative agreements or other funding mechanisms between the NGB and States relating to ARNG museum operations.

(4) The Director, ARNG is the NGB principal responsible for executing Army programs and advising the Chief, NGB on Army matters related to the ARNG.

(5) NGB implements Army regulatory requirements applicable to the ARNG with National Guard regulatory guidance, including National Guard Regulation 870-20 (Army National Guard Museums, Museum Activities, and Historical Property), as needed to clarify applicable regulatory requirements.

(6) State and Territorial adjutants general and the CG, DCNG maintain and exercise executive and local control over ARNG museums in their States, Territories, or the District of Columbia.

(7) Adjutants general and the CG, DCNG appoint ARNG museum staff.

(8) Adjutants general and the CG, DCNG appoint museum program managers to provide Federal fiscal management of ARNG museums they maintain.

(9) Federal museum funding comes from VMUS to the NGB for the purpose of maintaining the Federal historic property hand receipted by individual ARNG museums. Funding for ARNG museums also comes from the ARNG's Organizational Maintenance National Guard (2065) Appropriation (for real property on a State's Facilities Installation Support Plan and military technicians, if assigned).

12. Coordinating Instructions

a. The entire Army Historical Collection is available to support the AME. All enterprise activities will have read-only access to the collection via the Army Museum Information System. The ability to check the entire Historical Property Book for similar examples of an artifact will help prevent duplication and unnecessary accessions into the Army collection. Any significant historical property issues that cannot be solved by the AME collections process will be elevated to the AME Working Group for action.

b. AME funding and TDA authorizations will be centralized under VMUS, except where noted, and managed by CMH. Private organizations are critical to the

AME mission. Funding from private organizations will be handled in accordance with applicable law and regulations. At their discretion, local commanders and commandants will contribute mission funds to their museums as needed.

- c. The AME GOSC will review and approve emerging AME requirements.
- d. AME governance bodies will seek to resolve issues at the lowest appropriate level.
- e. All historical property holders will use AHCAS to account for the property. As the proponent for AHCAS, CMH will provide appropriate training to the AME to support reporting and property management functions via AHCAS. Inventories will be conducted in accordance with AR 870-20 and reported in AHCAS.

INTERIM POLICY FOR THE ARMY MUSEUM ENTERPRISE BUSINESS RULES

1. The AME has three standing committees:

a. General Officer Steering Committee. The GOSC provides strategic vision and guidance on major AME structural matters such as distribution, required functions, sustainment, collection size, and focus of Army museums. Cochairs and voting members are general officer representatives as indicated in paragraph 9(b)(2) of enclosure 1. The GOSC meets semiannually.

b. Working Group. The AME Working Group reviews AME operations, reviews metrics, and provides a forum for discussion for issues of concern for AME operations. The working group is composed of O6/GS-15, or specifically designated representatives not below the rank of O5/GS-14, from the GOSC membership (cochairs and voting members). The working group meets at least quarterly or as required to address immediate issues.

c. Collections Committee. The AME Collections Committee provides governance to the Army Historical Collection and advises the working group and GOSC on specific matters related to collections management. The collections committee is composed of representatives from all AME stakeholders, with rotating membership extended to museum professionals from Army museums. The collections committee meets electronically at least twice a month via Defense Connect Services or teleconference.

2. Quorum. Standing committees (five members or more) must have a super majority (75 percent) of voting members present to conduct a meeting.

3. Authority. A super majority (75 percent) of the voting members present during the meeting is required to approve or disapprove any action or recommendation.

a. The GOSC is empowered to make final decisions on all issues presented by the membership, the working group, and the collections committee, consistent with the policy in this directive. Matters within the GOSC scope of authority that fail to obtain super majority concurrence are referred, through the Under Secretary of the Army and the Vice Chief of Staff, Army, for a final decision by the Secretary of the Army.

b. The AME Working Group vets issues and ensures that recommendations brought before the GOSC are ready for decision.

c. The AME Collections Committee is empowered to make recommendations on accession, deaccession, and transfers of historical items in the Army inventory. Recommendations that have the agreement of a super majority will be referred to CMH for approval. Recommendations without a super majority agreement will be referred to

the AME Working Group, which will vet the problem and bring it to the GOSC for decision.

4. Procedures

a. The GOSC and Working Group will use standard methodologies to conduct business. A standard meeting will include:

- Agenda,
- Review and Approval of Minutes (Old Business),
- Review of Budget,
- Review of Museum Status Reports,
- New Business (such as reports of Standing Committees and proposals),
- Adoption of Resolutions, and
- Announcements.

b. The AME Collections Committee, a panel of impartial Army museum subject matter experts (minimum of five) drawn from across the AME, will ensure the transparent management of historical property transactions through implementation of the following procedures:

(1) An AME stakeholder representative initiates a request for a property transaction.

(2) The Collections Committee will send an announcement to the field detailing the time, location, and agenda of the item(s) to be considered.

(3) The Collections Committee will review the proposed property transactions and consider whether the proposal places an undue resource requirement on the AME; the review will include consultation with typological experts in the enterprise. Upon completion of the review, the Collections Committee will provide a summary addressing the relevance to the Army's history, benefit of accession or deaccession to the value of the current inventory, and any resulting duplication or vacancy.

(4) The Collections Committee will vote, in accordance with the guidelines in paragraph 3, providing recommendations for accessioning, deaccessioning, or transferring items in the historical collection. The outcomes will be recorded, disseminated, and kept on file for historical review.

(5) The Collections Committee will report the number of artifacts accessioned, deaccessioned, and transferred quarterly to the CMH's Army Museums Directorate and the AME Working Group.

(6) If an AME stakeholder disagrees with a Collections Committee recommendation, the stakeholder can appeal the decision to the AME Working Group which will prepare a recommendation for AME GOSC decision. The AME Working Group is available, in a ready status, to address issues of pressing concern via Defense Connect Service or teleconference.

c. Agencies with executive control are the approval authority for any memorandums of agreement or understanding established between local commands and volunteer support organization. The approval process should include verification that proposed agreements are focused on essential support and services and have been reviewed by the servicing Office of the Staff Judge Advocate. The Director, CMH will provide specific policy.

INTERIM POLICY FOR THE ARMY MUSEUM ENTERPRISE GLOSSARY

Accountability

The obligation imposed by law, lawful order, or regulation on an officer or other person to keep an accurate record of property, documents, or funds. Accountability includes identification data, gains, losses, due-ins, due-outs, and balances onhand or in use. The person with this obligation may or may not have actual possession of the property, documents, or funds. (Refer to AR 735-5 (Property Accountability Policies)).

Acquisition

The receipt of property for accession into the Army Historical Artifact and Art Collection through issues, purchase, gift, transfer, Title 10 exchange, capture as a result of combat, Defense Reutilization and Marketing Office, or counterinsurgency or stability operations.

Army Historical Collection Accountability System

AHCAS is a module of the Army Museum Information System that Army museums, provisional museums, museum activities, and historical collections use to register, account for, and catalog items in the Army Historical Artifact and Art Collection. AHCAS provides a variety of standard forms and reports. The Artifact Accountable Officer at CMH centrally manages the module, which serves as the property book for the Army Historical Artifact and Art Collection.

Army Museum Information System (AMIS)

AMIS is a Web-based computer software application that contains the following modules: AHCAS, Army Museum Library and Research System (AMLRs), Army Museum Finance System (AMFIN), Army Museum Statistics System (AMSTAT), and Web-based Training (WBT).

Artifacts

Objects that are historically significant because of their association with a person, organization, event, or place or because they are representative examples of military equipment that have been accessioned into the Army Historical Artifact and Art Collection. Artifacts other than art will cease to perform their original function.

Collections Committee

The AME Collections Committee is composed of rotating member representatives from all AME stakeholders to review and make decisions on all requests for acquisition and disposition of artifacts, artwork, and historical property. The Executive Director, CMH or a designated representative will chair the committee. The committee will meet twice a month or as required.

Custodian

The individual with direct responsibility for the protection and accountability of Army artifacts and historical property on a temporary basis.

Deaccession

Formal removal of an accessioned object(s) from a museum collection in accordance with applicable Army regulations.

Disposition

The act of formally transferring an item through loan, issue, deaccession, or other Army property disposition means.

Educational Programs

Programs specifically developed to educate Soldiers, students, or the general public who use the museum's collection, staff, and resources and that have identified purposes, methods, and outcomes.

Executive Control

The exercise of administrative and budgetary proponency, which specifically includes managing the TDA; budget; logistics; materiel, including transportation; storage activities; program development; development and execution of memorandums of agreement and memorandums of understanding; and personnel functions.

Exhibit Plan

The document that guides the development of an Army museum's exhibits.

Heritage Display

Static displays that interpret historical themes but do not contain historical artifacts or art.

Historical Collection

A collection of historical artifacts and art that serves as a repository of technology and material culture and is maintained for research and the education and training of Army Soldiers and civilians. A historical collection is secured and accounted for by an accountable officer and meets all the same criteria as a museum in regards to display, security, and environmental controls. A historical collection is not open to the general public.

Local Control

Authority for the oversight of daily operations of museum activities, including responsibilities such as setting hours of operation; developing educational programs; designing exhibits; curating, displaying, and storing artifacts; and serving in the rating chain for museum personnel.

Museum

An appropriated fund entity organized on a permanent basis that uses a professional staff, possesses and manages historical artifacts and art, exhibits artifacts and historical materials, educates Soldiers and visitors on a regular basis, and meets the requirements of AR 870-20.

Museum Director

The individual in charge of a museum who is responsible for overseeing all phases of the museum operation. The director is normally the accountable officer for the artifacts, historical property, and associated items and supervises one or more staff members of a lesser grade.

Museum Support Center-Anniston

A repository for Army artifacts and historical property not in the custody of museums, TSFs, historical collections, installations, units, or agencies. Formerly known as the Army Historical Clearinghouse.

Museum Support Center-Belvoir

A repository for the preservation of distinct and iconic artifacts the AME currently is not using.

Private Organization

A private, 501(c)(3) not-for-profit organization, foundation, or other U.S. Internal Revenue Service-designated nonprofit organization. Private organizations support museums and museum activities to help further the museum's mission.

VMUS

Department of the Army-directed, appropriated, museum funding.

INTERIM POLICY FOR THE ARMY MUSEUM ENTERPRISE REFERENCES

1. United States Code and Department of Defense:
 - a. Section 300101, Title 54, United States Code (National Historic Preservation Act).
 - b. Section 320301(a) to (c), Title 54, United States Code (Antiquities Act).
 - c. Section 2572, Title 10, United States Code (Documents, historical artifacts, and condemned or obsolete combat materiel: loan, gift, or exchange).
 - d. Section 3001 et seq., Title 25, United States Code (Native American Graves Protection and Repatriation).
 - e. Section 8120, Act of 5 November 1990, Public Law 101-511, Volume 104, U.S. Statute at Large, pp. 1905-6.
 - f. Section 4565, Title 10, United States Code (Colors, standards, and guidons of demobilized organizations: disposition).
 - g. Section 4714, Title 10, United States Code (Collection of captured flags, standards, and colors).
 - h. Convention for the Protection of Cultural Property in the Event of Armed Conflict with Regulations for the Execution of the Convention 1954, The Hague, 14 May 1954. Second Protocol to the Hague Convention of 1954 for the Protection of Cultural Property in the Event of Armed Conflict 1999, The Hague, 26 March 1999.
 - i. Executive Order 13327, Title 3, Code of Federal Regulations (Federal Real Property Asset Management), February 4, 2004.
 - j. Department of Defense Directive 5105.77 (National Guard Bureau), 30 October 2015.
 - k. Department of Defense Instruction 1200.18 (The United States Property and Fiscal Officer (USPFO) Program), 7 June 2012.
2. Army Regulations:
 - a. AR 1-100 (The Army Gift Program), 27 July 2015.

- b. AR 190-11 (Physical Security of Arms, Ammunition, and Explosives), 5 September 2013.
 - c. AR 190-51 (Security of Unclassified Army Property (Sensitive and Nonsensitive)), 30 September 1993.
 - d. AR 710-2 (Supply Policy Below the National Level), 28 March 2008.
 - e. AR 735-5 (Property Accountability Policies), 10 May 2013, Including Rapid Action Revision Issued 22 August 2013.
 - f. AR 735-17 (Accounting for Library Materials), 28 April 2015.
 - g. AR 870-5 (Military History: Responsibilities, Policies, and Procedures), 21 September 2007.
 - h. AR 870-20 (Army Museums, Historical Artifacts, and Art), 11 January 1999.
 - j. U.S. Army Training and Doctrine Command Regulation (TR) 870-1 (Military History and Heritage Program).
 - j. TRADOC Regulation 350-13 (Military History and Heritage Education Program).
 - k. TRADOC Regulation 690-4 (Recruitment and Selection of Supervisory Historians, Historians, Museum Division Chiefs, Museum Directors/Supervisory Curators, Curators, Supervisory Archivists, and Archivists).
 - l. Army Doctrine Publication 5.0 (The Operations Process), May 2012.
 - m. National Guard Regulation 5-1 (National Guard Grants and Cooperative Agreements), 28 May 2010.
 - n. National Guard Regulation 870-20 (Army National Guard Museums, Museum Activities and Historical Property), 1 February 2002.
3. U.S. Army Audit Agency Reports:
- a. AA 97-287 (Property Accountability, Center of Military History), 28 August 1997.
 - b. AA 97-291 (Property Exchange Transactions, Center of Military History), 30 September 1997.
 - c. A-2007-0059-ALC (U.S. Army Center of Military History Contract Management), 31 January 2007.

d. A-2010-0194-ALC (Followup Audit on U.S. Army Center of Military History Contract Management), 21 September 2010.

e. Draft A-2016-ALS-0071.000 (Property Accountability at Army Museums, 20 July 2016).