

**Army Regulation 870–20**

**Historical Activities**

# **Army Museum Enterprise and Army Artifact Collection**

**Headquarters  
Department of the Army  
Washington, DC  
27 June 2022**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 870–20

Army Museum Enterprise and Army Artifact Collection

This major revision, dated 27 June 2022—

- o Changes the title of the regulation from “Army Museums, Historical Artifacts, and Art” to “Army Museum Enterprise and Army Artifact Collection” (cover).
- o Clarifies the role of the Chief, National Guard Bureau, and adds specific policy for the unique nature of Army National Guard museums (para 2–6).
- o Cancels DA Form 2609 (Historical Property Catalog). Electronic catalog records within the Accountable Property System of Record fully document the individual artifact and supersede the requirement for a printed DA Form 2609. With the implementation of the Army Museum Enterprise Accountable Property System of Record, the DA Form 2609 has been replaced by the electronic individual artifact record (formerly paras 3–7*d*).
- o Defines and outlines administrative and organizational activities within the National Museum of the United States Army (chap 9).
- o Incorporates Army Directive 2016–39, Establishment of the Army Museum Enterprise, dated 1 December 2016 and defines and outlines administrative and organizational activities within the Army Museum Enterprise, previously known as the Army Museum System (throughout).
- o Updates and defines procedures for Commanding General, U.S. Army Training and Doctrine Command oversight of museum-related operations, personnel administration, artifact accountability, and expanded Army Museum Enterprise Collections Committee membership (throughout).

Historical Activities  
Army Museum Enterprise and Army Artifact Collection

By Order of the Secretary of the Army:

JAMES C. MCCONVILLE  
General, United States Army  
Chief of Staff

Official:



MARK F. AVERILL  
Administrative Assistant to the  
Secretary of the Army

**Proponent and exception authority.**

The proponent of this regulation is the Administrative Assistant to the Secretary of the Army. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific requirements.

**Army internal control process.**

This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see app B).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Administrative Assistant to the Secretary of the Army, in care of U.S. Army Center of Military History (ATMH–ZA), 104

Second Avenue, Collins Hall, Building 35, Fort McNair, Washington, DC 20319–5058.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Executive Director, U.S. Army Center of Military History (ATMH–ZA), 104 Second Avenue, Collins Hall, Building 35, Fort McNair, Washington, DC 20319–5058.

**Committee management.** AR 15–39 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the Office of the Administrative Assistant to the Secretary of the Army, Special Programs Directorate, 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527. Further, if it is determined that an established “group” identified within this regulation later takes on the characteristics of a committee as found in AR 15–39, then the proponent will follow AR 15–39 requirements for establishing and continuing the group as a committee.

**Distribution.** This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

**History.** This regulation is a major revision. The portions affected by this major revision are listed in the summary of change.

**Summary.** This regulation prescribes Department of the Army policy for the stewardship of the Army artifact collection and governs collection management, acquisition, accountability, valuation, loan, and disposition of artifacts (objects and art). This regulation also prescribes the use of artifacts (objects and art) for exhibits, interpretation, research, and military history and heritage education and training. It also covers the administration of organizational activities at all levels within the Army Museum Enterprise.

**Applicability.** This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

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## Chapter 1 General Information

### 1-1. Purpose

This regulation prescribes policies and assigns responsibilities for the Army Museum Enterprise (AME) to meet the Army's legal, regulatory, and ethical requirements for museum management, artifact collection, and preservation. Responsibilities include documenting, preserving, and accounting for the artifacts (objects and art) held in the public trust in support of training, education, research and development (R&D), and interpretation of the Army's history and heritage.

### 1-2. References and forms

See appendix A.

### 1-3. Explanation of abbreviations and terms

See the glossary.

### 1-4. Responsibilities

*a. Assistant Secretary of the Army (Acquisition, Logistics and Technology).* The ASA (ALT) will support the AME by directing that Program Executive Office managers offer all prototype materiel solutions no longer of use as well as first run production items (with Deputy Chief of Staff (DCS), G-3/5/7 coordination) approved for fielding for inclusion in Army artifact collection. The ASA (ALT) will coordinate with the Executive Director, U.S. Army Center of Military History (CMH), who may refuse objects that are not required for the collection.

*b. Deputy Chief of Staff, G-1.* The DCS, G-1 will ensure that CMH receives actual examples of uniform changes. DCS, G-1 will ensure that the Executive Director, CMH is aware of uniform wear and appearance policy and changes.

*c. Deputy Chief of Staff, G-4.* The DCS, G-4 will provide regulatory and policy guidance concerning management of Army property to include facilitating and coordinating a delegation of authority for Army artifacts to the Executive Director, CMH with the appropriate Headquarters, Department of the Army (HQDA) Secretariat or Staff Section.

*d. Deputy Chief of Staff, G-9.*

(1) DCS, G-9 has oversight responsibility for compliance with Title 25, United States Code, Chapter 32 (25 USC Chapter 32), known as the Native American Graves Protection and Repatriation Act (NAGPRA); Part 10, Title 43, Code of Federal Regulations (43 CFR 10); and adherence to 36 CFR 79 for archaeological collections acquired from Army-owned or controlled lands.

(2) The DCS, G-9 and AME activities will and coordinate and cooperate with each other regarding compliance with 25 USC Chapter 32, 43 CFR 10, and adherence to 36 CFR 79 for archaeological collections.

*e. Chief, National Guard Bureau, or if so delegated by the Chief, National Guard Bureau to the Director, Army National Guard.* The DARNG will coordinate with appropriate personnel to ensure National Guard compliance the applicable provisions of this regulation, to include—

(1) Ensure Army National Guard (ARNG) museum activities are staffed with qualified personnel.

(2) Oversee the table of distribution and allowances (TDA) for ARNG museum activities.

(3) Exercise administrative control over assigned museum activities (see para 2-6).

(4) Act as the approval authority for the establishment, redesignation, or closure of museum activities within the ARNG.

(5) Ensure accountability of artifacts issued to the ARNG.

(6) Ensure accountability of museum real property issued to the ARNG.

(7) Validate all property requisitions for federal historical artifacts for ARNG facilities.

(8) At the discretion of the Chief, National Guard Bureau (CNGB), or if so delegated, the DARNG will utilize the AME Collections Management Plan (CMP) for ARNG museum activities.

(9) Facilitate the Command Supply Discipline Program (CSDP) inspection program for ARNG museum activities.

*f. Commanding General, U.S. Army Training and Doctrine Command.* The CG, TRADOC exercises all authority, direction, and control over CMH and its subordinate elements, to include prescribing CMH missions, functions, and responsibilities and will—

(1) Provide strategic oversight and guidance of the AME on matters such as distribution of resources, required functions, sustainment, and collection management (also see para 2-3a).

(2) Maintain approval authority for the establishment, redesignation, or closure of VMUS management decision package (MDEP)-funded AME activities.

(3) Establish baseline curricular standards for institutional Soldier history and heritage education in AME activities, and will support the development of educational programming in AME activities.

(4) Through the Executive Director, CMH—

(a) Serve as principal advisor to the Secretary of the Army (SECARMY); on matters of material culture, organizational historical property in Army operations, and AME museum activities and artifacts.

(b) Maintain administrative and budgetary control of assigned AME elements, except for those in paragraph 1–4g(4), which specifically includes managing the TDA, budget, logistics, materiel (including transportation), storage activities, program development, and personnel functions (see also para 2–5).

(c) Approve any required memorandums of agreement (MOAs) and memorandums of understanding (MOUs) pertaining to assigned AME activities and the Army artifact collection.

(d) Act as the accountable agent for the Army artifact collection. Appoints property book responsibility in the form of a written memorandum to the artifact accountable officer (AAO) and ensures oversight and management of the Army artifact collection according to Army regulations, applicable statutory requirements, and American Alliance of Museums (AAM) ethical guidelines.

(e) Mediate disputes concerning issues of acquisition, deaccession, or loans of artifacts that cannot be resolved at the Museums Directorate (MD).

(f) Coordinate with DCS, G–3/5/7; DCS, G–4; and DCS, G–8 to develop a plan to designate and recover historical artifacts required to document Army operations, including Joint and multinational operations in which the Army is an active participant.

(g) Provide resources and opportunities for the training of museum personnel through the Army Civilian Career Management Activity career field 31(education and information sciences), functional community (FC) 61.

(h) Will review the quarterly consolidated museum status report (MSR).

g. *Commanding General, U.S. Army Materiel Command.* The CG, AMC will—

(1) Support the AME by providing identified available excess, obsolete, condemned, and prototype Army equipment by nomenclature and serial number for accession into the Army artifact collection.

(2) Qualify nonfederal government recipients of Army artifacts intended for exhibit per 10 USC 2572 and AR 700–131.

(3) Provide disposition instructions for deaccessioned combat equipment.

(4) Through the Commanding General, Installation Management Command (IMCOM)—

(a) Support AME activities with the resources and common level of service/baseline services detailed in their installation support agreement to include, but not limited to, facilities, utilities, custodial services, safety, grounds keeping, installation property, and physical security.

(b) Process gifts of real property on behalf of the SECARMY in accordance with AR 1–100 and coordinate with other Army agencies, to include the U.S. Army Corps of Engineers (USACE), as required. All gifts of real property for the benefit of the AME will be staffed through CMH for concurrence.

h. *Commanding General, U.S. Army Futures Command.* CG, AFC will support the AME by directing that the Combat Capabilities Development Command and Cross Functional Teams offer all prototype materiel solutions no longer of use for inclusion in Army artifact collection. The CG, Futures Command will coordinate with the Executive Director, CMH, who may refuse objects that are not required for the collection.

i. *Commanding Generals of U.S. Army Special Operations Command, Army War College, and U.S. Army Corps of Engineers.* Commanders with non-VMUS funded AME activities will—

(1) Provide funding, manage the TDA, and conduct human resources management of their assigned AME activities.

(2) Ensure AME activities are staffed with qualified personnel.

(3) Exercise administrative control over assigned AME activities.

(4) Maintain MOUs/MOAs with CMH establishing operational parameters including procedures for support and loan of core singular artifacts that are essential to the mission and training of their AME activities.

(5) Comply with this regulation and the AME CMP regarding collections management and property accountability.

j. *Executive Director, Center of Military History.* The Executive Director, CMH will provide governance and administration of the AME through implementation of policy, resource management, programming, and materiel management. See paragraph 2–5.

k. *Director, Army Museums.* The Director, Army Museums will—

(1) Manage the AME and provide programmatic, budgetary, and administrative control of assigned museums in order to provide a platform for history and heritage support to senior commanders; develop and execute any required

MOAs and MOUs pertaining to assigned AME activities and the Army artifact collection; and establish rating chains that incorporate both museum professionals and supported commands into annual appraisals.

(2) Coordinate for use of AME facilities and programs in support of learning strategies and to support delivery of historical content to audiences. Additionally, will provide subject matter expertise on museum matters, to include curation, preservation, display, training, and education program support in support of the Army and the AME.

(3) Develop and publish the AME CMP in order to define the Army artifact scope of collection; establish procedures for artifact acquisitions, deaccessions, and loans; establish accountability procedures; and provide guidance for artifact conservation and care. Will also review and reissue the CMP on a triennial basis.

(4) Provide materiel management and accountability of the Army artifact collection pursuant to the CMP.

(5) Supervise the CSDP for the Army artifact collection.

(6) Conduct the Quality Assurance Program (QAP) for the AME, inspecting museums to ensure compliance with the QAP, CSDP, and in accordance with the TRADOC Organizational Inspection Program.

(7) Provide resources and assistance for AME activity accreditation through the AAM.

(8) Provide AME activities as platforms for history and heritage training and education for the generating and operating forces, as well as for public outreach, and provide historical expertise to senior commanders in the development of history and heritage curricula.

(9) Incorporate baseline curricular standards for iterative and sequential institutional Soldier history and heritage education in AME activities.

(10) Submit a quarterly consolidated MSR of AME museums to the Executive Director, CMH.

(11) Provide storage for inactivated unit heraldic items and heritage property museum support centers (MSCs).

(12) Provide resources for the collection and preservation of Army art and for the creation of works of art through the Army Artist-in-Residence Program.

(13) Coordinate with supported commands, as applicable, to ensure museums support command priorities and initiatives.

(14) The AME Director will administer the AME CMP to include an AME code of ethics to which all AME activities and staff must adhere. See paragraph 2–10.

*l. Director, National Museum of the United States Army.* The Director, NMUSA will—

(1) Manage the National Army Museum, including exhibits and artifacts on display, education and public outreach, security and facilities, visitor services, and information technology.

(2) Serve as principal advisor to Executive Director, CMH concerning the National Army Museum.

(3) Serve as CMH senior liaison to all governmental and nongovernmental entities on matters relating to the National Army Museum operations, programming, and strategic planning.

(4) Coordinate with the Army Historical Foundation (AHF) in accordance with lease agreement.

*m. Senior commanders and school commandants.* Senior commanders and school commandants will—

(1) Employ museums as venues for history-based individual and unit training and education programming, and for supporting esprit de corps through an emphasis on Army and unit heritage. At their discretion, commanders and commandants may provide additional resources to local museums in support of command training and readiness priorities and initiatives.

(2) Coordinate with Executive Director, CMH and Director, Army Museums to ensure that museums support command priorities and training and readiness objectives.

*n. Commanding officers and civilian equivalents.* Commanding officers will—

(1) Secure and report potential artifacts for inclusion into the Army artifact collection to Director, Army Museum.

(2) Secure, protect, account for, and maintain all Army artifacts in their possession, if applicable.

(3) Appoint, in writing, an Artifact Responsible Officer (ARO) (commissioned officer or senior noncommissioned officer) for artifacts in their custody (if applicable). The ARO is generally associated with the property book or history office. The appointment designation will be sent to the Director, Army Museums.

(4) Appoint a new ARO when any change occurs which impacts the ARO delegation such as deployments or reassignments, and direct a 100 percent inventory to be completed 30 days before the change of ARO. A memo of the closeout, a copy of the inventory, and the written delegation of a new ARO will be sent to the Director, Army Museums for situational awareness.

(5) Process any donation per AR 1–100 and the provisions of this regulation.

*o. Senior commanders and garrison commanders.* Museums are assets for senior and garrison commanders to support training, education, esprit de corps, and public and community outreach. Senior and garrison commanders are encouraged to take an active role in the management of museums, and may provide input to Director, Army Museums on museum mission statements and exhibit plans. Senior and garrison commanders—



(1) Will provide support to daily museum operations, to include enforcement of policy and regulation within museums to ensure compliance with physical security and safety requirements in accordance with common levels of service detailed in their installation support agreement.

(2) May provide input into museum directors' annual performance appraisals or perform rater or higher-level reviewer functions for museum directors.

(3) Will provide maintenance and accountability for Organizational Heritage Materiel (OHM) maintained at the garrison or unit level.

(4) Will use resources provided by IMCOM to provide baseline services and installation support to Army museums in accordance with garrison common levels of service. As a public-use facility, the museum will receive priority consideration for support. This support will include, but is not limited to, the following:

(a) Construction, use, renovation, additions, repair, and maintenance of buildings in compliance with Installation Design Guide.

(b) Upkeep of the grounds.

(c) Provision of utilities, network, and telephone service (including Defense Switched Network (DSN), Class A voice, and data transmission dedicated lines).

(d) Upkeep of heating, ventilation, and air conditioning units to ensure adequate climate control for the preservation and storage of artifacts.

(e) Staff and public restrooms.

(f) Signs to identify the museum and to direct visitors to the facility.

(g) Coordination of public affairs/information services to local military and civilian communities.

(h) Security of grounds, buildings, and Army artifacts, including the installation and maintenance of fire alarms and fire suppression systems, installation and maintenance of intrusion detection systems, and the hiring of guards.

(i) Postal services.

(j) Janitorial services.

(k) Public parking.

(l) Disabled access (as required by law).

(m) Accountable officer and property book support for installation property.

## **1-5. Records management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule—Army (RRS—A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS—A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS—A, see DA Pam 25-403 for guidance.

## **Chapter 2**

### **Army Museum Enterprise Overview, Roles, and Administration**

#### **2-1. Army Museum Enterprise overview**

a. The AME preserves the history of the U.S. Army by collecting, exhibiting, and preserving artifacts that reflect the material history of the Army and the stories of individual Soldiers. The AME contributes to readiness through the use of artifacts to educate the force and the American public about the Army's role in the development and defense of the United States. The AME is an organizational construct of Army museums, training support facilities (TSFs), and MSCs. The majority of the Army artifact collection is held within VMUS MDEP-funded facilities of the CMH; however, this is not all inclusive.

b. The AME is comprised of Army museums, TSFs, heritage displays and MSCs that perform education, training, R&D, conservation and preservation, unit heritage activities, and public outreach for the Army. While subject to this regulation and AME policies, museum activities outside of CMH control, such as U.S. Army Special Operations Command (USASOC), U.S. Army War College, and USACE remain autonomous under the owning command's administrative control and use funding that is not from the VMUS MDEP. Likewise, ARNG are subject to this regulation and AME policies as they relate to Army artifacts in their possession, and yet remain under the direction of the state adjutants general with coordinating oversight through the ARNG.

c. The AME staff provides subject matter expertise in the material culture representing the history, heritage, and technology of the U.S. Army and in the use of material culture to support the training, education, and esprit de corps of Soldiers and Department of the Army Civilians (DACs). The AME staff stewards the Army artifact collection,

supports Army R&D and civil works programs, and educates the public regarding the Army and its heritage of service to the nation.

*d.* The Army artifact collection is comprised of objects and art held in the public trust in support of training, education, R&D, and interpretation of the Army's history and heritage. The Director, Army Museums is responsible for the management and oversight of the Army artifact collection, as well as its distribution and use.

## **2-2. Army Museum Enterprise activities**

The AME comprises:

*a.* Museums (including CMH museums and DRU museums such as Army Heritage Education Center at Army War College and the John F. Kennedy Special Warfare Museum at USASOC). See glossary for definition of "museum."

(1) The primary mission of an Army museum is to educate and train Soldiers, DACs, and the public.

(2) The primary purpose of the collection at an Army museum is to inform Soldiers and unit stories; these may also support R&D.

*b.* TSFs. The primary mission of TSFs is to educate and train Soldiers in branch history, technology, and heritage according to baseline curricular standards. The primary purpose of the collection at a TSF is to serve as a technological repository for the support of training, education, and R&D. TSFs may be open to public, nonmilitary groups on a staff and space available basis at the discretion of the local commander and the Director, Army Museums.

(1) TSFs utilize a professional staff and will primarily preserve and store obsolete, prototype, experimental, first production, and field-modified materiel (current technology and artifacts) for military purposes.

(2) TSFs will maintain classroom and library facilities to support training and education programs.

*c.* Heritage displays. Facilities focused on presenting the history and heritage of a place, technology, or event to provide a platform for education and outreach programs through visual displays that incorporate few or no artifacts. Heritage displays are unmanned and do not include the procurement, care, study, or storage of artifacts. Heritage displays exist at several locations.

*d.* MSCs. Repositories for artifacts not on display. The primary mission of an MSC is to utilize a professional staff to maintain, preserve, and account for artifacts in their care and to issue artifacts to AME activities in support of their programs.

## **2-3. Army Museum Enterprise strategic oversight process**

*a.* The Executive Director, CMH serves as the CG, TRADOC's senior advisor for AME activities, the Army Artifact Collection and material culture matters.

*b.* The AME Collections Committee established by CMH will provide advice and recommendations on collections management issues, including accessions and deaccessions. The Executive Director, CMH will prescribe the processes and business rules followed by the panel, which is internal to CMH, and will provide administrative and technical support to the panel. This committee is comprised of CMH employees who will provide recommendations to the CMH Executive Director, who may accept or reject those recommendations. The committee, as an advisory panel for the benefit of the CMH Executive Director, and consisting solely of CMH employees, does not meet the requirements for inclusion under either DoDI 5105.18 or AR 15-39.

## **2-4. Establishment, redesignation, or closure of Army Museum Enterprise activities**

Senior commanders, garrison commanders, or the Director, Army Museums may request the establishment, redesignation, or closure of an AME activity. The Director, Army Museums will prepare the request and will route it through the Executive Director, CMH for approval by the CG, TRADOC.

## **2-5. U.S. Army Center of Military History**

The CMH provides governance and administration of the AME through implementation of policy, resource management, programming, and materiel management. The Executive Director, CMH and the MD will—

*a.* Manage the AME Collections Committee.

*b.* Provide programmatic and budgetary oversight of assigned AME activities via MDEP VMUS.

*c.* Ensure AME activities comply with identified professional standards.

*d.* Coordinate new military construction, existing facilities refurbishment, and remodeling in conjunction with IMCOM (or DoD component in Joint base situations) and per AR 420-1 and AR 190-13. Coordinate with Department of Public Works (DPW) to ensure AME activities meet minimum facility standards for artifacts on exhibit and in storage.

*e.* Establish enterprise-wide museum service and support contracts.

- f. Serve as the proponent for collections management of the Army artifact collection, to include artifact accountability, accession, deaccession, loans, conservation, and preservation.
- g. Maintain oversight of training and education programs for Soldiers, civilians, units, and the public, and ensure that museum exhibitions and artifacts support published training objectives.
- h. Organize and execute museum professional training standards and programs.
- i. Collect data from AME activities, to include visitation and artifact data, and submit annual heritage asset reports through SECARMY.

## **2-6. Army National Guard museum activities**

The CNGB has administrative authority for all processes and decisions related to ARNG museums activities not specified in AR 870-20. The CNGB may delegate this administrative authority to the DARNG. The CNGB will ensure that ARNG museum activities maintain federal property consistent with this regulation. The CNGB may delegate this to the DARNG.

## **2-7. Required documentation**

Each AME activity, other than heritage centers, will have the following documents. The preparation of those documents will be coordinated with the Executive Director, CMH and will be described in the CMP:

- a. Mission statement, approved by Executive Director, CMH.
- b. Current annual plan.
- c. Disaster Preparedness/Emergency Response and Recovery Plan.
- d. Scope of curation statement.
- e. CMP.

## **2-8. Museum standards**

- a. Army organizations holding artifacts will adhere to national standards and best practices of the museum profession within the United States as set forth through the AAM and the AME CMP, promulgated by CMH.
- b. Those AME activities open to the public more than 1,000 hours per year will seek accreditation from the AAM.
- c. The AME will conduct an annual QAP. The QAP is an intensive annual self-assessment showing an activities status in meeting Army preservation and protection standards. This self-assessment survey will be completed and signed by the AME activity director or manager and his or her supervisor annually by the end of the fiscal year. The QAP survey will be utilized by AME staff during staff assistance visits and inspections to determine the health of each activity. QAP results will be included in each activity's MSR.
- d. The AME will conduct an inspection program that includes CSDP, facilities, training and education programs, and will inspect TRADOC AME activities on a triennial basis. The Director, Army Museums may direct the inspection of non-AME actives in order to ensure compliance with this regulation.

## **2-9. Museum status report**

- a. The MSR is a metric-driven appraisal of resources and capabilities in order to measure the effectiveness of AME activities. The MSR produces an overall rating (M-Level) of each activity based on personnel (P-Level), infrastructure (facilities and exhibits) (I-Level) and property (A-Level).
- b. Museum directors and regional chiefs will include written assessments of their assigned activities' effectiveness with each MSR submission.
- c. M-Level is the overall rating of the activity's readiness is determined by the activity's lowest subrating level. Museum directors and regional chiefs can subjectively upgrade or downgrade an activity's M-Level by one rating with Director, Army Museum's concurrence. Museum directors and chiefs will provide a written justification for the selective upgrade or downgrade.
  - (1) M-1 (Green) AME activity can execute its core functions.
  - (2) M-2 (Amber) AME activity can execute most of its core functions.
  - (3) M-3 (Red) AME activity can execute some, but not all of its core functions.
  - (4) M-4 (Black) AME activity requires additional resources to execute its core functions.
  - (5) M-5 (Blue) AME activity is temporarily closed.
- d. P-Level addresses personnel readiness.
  - (1) *Available strength.* Are all authorized positions on the TDA filled?
  - (2) *Assigned skills.* Have personnel completed all required training (Civilian Education System and so forth)?
  - (3) *Available leadership.* Is the AME activity led by a permanent director?
- e. I-Level addresses facility functionality through three topics for any structures housing artifacts:

- (1) Are required climate control conditions maintained?
  - (2) Have physical security requirements related to arms rooms been met?
  - (3) Is public access to collections maintained?
- f. A–Level addresses property accountability, based on completion of cyclical and sensitive item inventories.

## **2–10. Army Museum Enterprise ethics requirements**

The AME CMP includes an AME code of ethics to which all AME activities and staff must adhere. In particular:

a. *Dealing.* AME staff and those managing the Army artifact collection will not engage in buying, selling, or trading for personal financial gain in objects that reflect the history of the U.S. Army. AME staff and those managing the Army artifact collection will not personally engage in any business transaction with a dealer with whom they also do business on behalf of the AME.

b. *Personal collecting.* When museum staff build and maintain a personal collection in any area of interest that overlaps with their museum’s identity and mission, a serious potential for an ethical conflict exists. Employees will endeavor to avoid any actions creating the appearance that they are violating the law or ethical standards as directed by 5 CFR 2635.101. To avoid any appearance of a conflict of interest, AME staff will not personally collect items related to the history of the U.S. Army (acquiring common surplus material for use in a living history interpretation that has no associated history to a particular Soldier or unit is not considered personal collecting for the purpose of this regulation). A new employee need not dispose of a personal collection that he or she owned prior to joining the AME, and these guidelines do not apply to objects acquired prior to the adoption of this regulation or objects acquired through bequest or inheritance. AME staff will keep accurate inventories of their personal collections in the unlikely event that a formal investigation leads to the scrutiny of privately held collections. AME staff and volunteers will not use their AME affiliation to promote personal collecting activities. AME staff and volunteers will not store personal collections on AME activity property or research or conserve their personal collections on AME time.

## **2–11. Army Museum Enterprise funding**

a. AME activities under CMH are appropriated fund entities and use centralized funding through the assigned VMUS MDEP. The following entities are AME activities yet do not normally use VMUS MDEP funding: USACE, Army Heritage and Education Center, and John F. Kennedy Special Warfare Museum; although in certain circumstances they may request funding or contractual support from VMUS MDEP.

b. Assigned MDEPs (VMUS MDEP for TRADOC AME activities and various MDEPs for other AME activities) fund AME operational requirements.

c. Sustainment, restoration, and modernization (SRM) facility projects should be funded through the local installation and, as such, museum SRM projects will be programmed through the installation real property program objective memorandum (POM) process. Deficiencies will be itemized in the annual installation status report.

d. Operational requirements that are beyond the scope of general operations, and at the request of the local command, will be funded by the requesting command.

e. Directors of AME activities will submit funding requirements through the POM process of their MDEP.

f. AME activities requiring or requesting VMUS MDEP funding will maintain documentation showing the current budget and those for the previous 2 fiscal years.

g. Nonappropriated funds (NAFs), including those contributed by private donors, may be used to support AME activities per AR 1–100.

h. A supplemental mission nonappropriated fund instrumentality (NAFI) may be established as a separate fiscal entity or accounted for within the installation morale, welfare, and recreation fund for the purpose of generating NAF support of AME activities per AR 215–1 and DoDI 1015.15.

## **2–12. Army Museum Enterprise personnel**

a. Museum personnel will be professionally trained DACs that will be qualified for their positions based on U.S. Office of Personnel Management regulations governing the series and grade. They will be a part of FC 61 as outlined in AR 870–5.

b. All AME personnel will complete the AME Basic Museum Training Course or an approved substitute such as FC 61 Orientation within 2 years of employment. AME personnel will complete an Intermediate Museum Training Course in a topic area relevant to their specific duties or an approved substitute course, as offered. The FC 61 program manager will approve substitute courses to meet training requirements. AME Museum Directors will attend the Continuing Museum Training Course as offered. The AME will provide additional professional training courses as required.

## Chapter 3

### Accountability and Management of Army Museum Enterprise Property

#### 3-1. Army artifact collection

All artifacts (objects and art) within the AME constitute a single Army artifact collection. The Executive Director, CMH ensures the collection is maintained for use by the entire Army and consults with local museums and commanders to ensure the collection supports all Army entities. The AME will manage collections according to Army regulations, applicable statutory requirements, AME CMP, and the AAM national standards and best practices. The AME will maintain only artifacts that can be preserved in perpetuity. Historical property that is to be utilized as consumable, or that has only localized value to a command, will not be considered an Army artifact based upon recommendation by the AME Collections Committee and approval by the Director, Army Museums.

#### 3-2. Responsibilities

*a. Artifact accountable officer.*

(1) The AAO will maintain a formal set of accounting records for all artifacts and art in the Army artifact collection and ensure accountability of the Army artifact collection.

(2) The AAO is on the CMH TDA and will be appointed in writing by the Executive Director, CMH.

*b. Artifact responsible officers.* AROs will—

(1) Assume direct responsibility for the artifacts and art assigned to their custody by the AAO.

(2) Use DA Form 1687 (Notice of Delegation of Authority–Receipt for Supplies) to delegate request or receipt authority for artifacts and art by an AME activity to an alternate federal employee.

(3) Be assigned by the Director, Army Museums, Center of Military History for all AME activities.

(4) For AME activities, be the Museum Director or equivalent.

*c. Army Museum Enterprise Collections Committee.* The AME Collections Committee will—

(1) Review all requests and make recommendations concerning accession.

(2) Review deaccessions and other transactions as needed.

(3) Provide a recommendation on acceptance of gifts per AR 1–100 established criteria.

(4) Be composed of rotational stakeholders from across the AME.

(5) Recommend through a super majority (75 percent) of the voting members.

#### 3-3. Accountable Property System of Record

*a.* The Accountable Property System of Record (APSR) must provide a complete trail (suitable for audit) for all transactions. It also must fulfill the requirements to be an APSR as specified in DoDI 5000.64 and the APSR certification checklist.

*b.* AME activities are required to account for artifacts using the approved APSR.

*c.* Museum support property, unit historical property, and installation property will be maintained per AR 710–2, AR 735–5, AR 710–3, AR 840–10.

*d.* Access to the AME APSR requires submission of DD Form 2875 (System Authorization Access Request (SAAR)) to the AAO.

*e.* The AME APSR will be supplemented by the accession file (formerly known as historical property jacket), which must contain proof of ownership, donor information, and provenance.

*f.* Automated identification technology will be used to catalog, identify, and account for artifacts per AR 700–145.

#### 3-4. Assignment of property responsibility

*a.* The AAO accepts responsibility for the property cataloged in AME APSR by signing a statement.

*b.* AROs are assigned responsibility for artifacts under their control by signing DA Form 3161 (Request for Issue or Turn-in). The AAO will use DA Form 3161 as a change document to record issue and turn-in transactions between the AAO and ARO.

*c.* Museum support property requires accountability per AR 710–2. Property responsibility requirements will be assigned by the installation property book officer (PBO).

#### 3-5. Artifact acquisition

*a.* The Army acquires objects for accessioning into the Army artifact collection. The AME CMP provides the procedures for artifact acquisitions.

b. All gifts of historical objects to the Army must be documented using DA Form 5572 (Gift Agreement), signed by the donor, and countersigned by the gift acceptance authority. The deed of gift is a formal, legal agreement that transfers ownership and legal rights. Ownership is transferred after the deed is signed by both the donor and the gift acceptance authority. Only the designated acceptance authority may sign to approve the acceptance of the gift.

c. The third signature on the deed of gift documents the transfer of physical control of the donated objects. The ARO may sign this portion only after taking possession of the objects. The ARO may sign the deed of gift before or after acceptance of the gift depending on when assuming physical custody actually takes place. Either the AME activity assumes temporary custody prior to gift acceptance or the AME activity assumes custody after completing gift acceptance. The ARO will provide a copy of the completed DA Form 5572 to the AAO with signatures from the donor, gift acceptance authority, and receiving ARO. The AAO will then accession the object into the Army artifact collection and will assign accountability to the ARO using DA Form 3161.

d. A museum may take custody of an object it is considering as a gift prior to final gift acceptance for research and authentication purposes.

e. Acceptance authorities differ according to category of artifact acquisition.

(1) *Gift acceptance authority.* Under 10 USC 2601, the SECARMY may accept gifts of artifacts of any value. This authority is reiterated in AR 1–100. The SECARMY delegated this acceptance authority to the Administrative Assistant to the Secretary of the Army for gifts of artifacts up to \$150,000 and to the CG, TRADOC for up to \$50,000. The CG, TRADOC delegated this authority to the Executive Director, CMH for gifts and artifacts up to \$50,000 and the Director, Army Museums for gifts of artifacts up to \$20,000, respectively. According to the delegation of authority memorandum issued by the CG, TRADOC, the Executive Director, CMH and the Director, Army Museums may not further delegate their gift acceptance authority. In addition, the Director, NMUSA may accept gifts of personal property (with the exception of artifacts) or money to the Army valued up to \$20,000, accept a gift of service pursuant to 10 USC 2601(a)(2)(A) valued up to \$20,000, and solicit gifts pursuant to 10 USC 2601(a)(2)(B) valued up to \$20,000.

(2) *Purchase authority.* Purchases using appropriated funds will be made in accordance with the Federal Acquisition Regulations, Defense Federal Acquisition Regulation Supplements, Army Federal Acquisition Regulation Supplements, the Army Contracting Agency Customer Acquisition Guide, and AR 710–2. Only an Army contracting officer may award a contract obligating Army funds for the purchase of an artifact. AME museums identify the “needs” to be funded according to the procedures outlined in paragraphs 3–5e(3) through 3–5e(6). In order to confirm that any given artifact purchase constitutes a bona fide need or is an otherwise reasonable expenditure, an acquisition request for an artifact purchase is subject to a tiered system of approval similar to that of a donation. A purchase of an artifact or group of artifacts must receive approval by the following:

(a) Director, Army Museums for purchases up to \$20,000.

(b) Executive Director, CMH for purchases up to \$50,000.

(c) CG, TRADOC for purchases up to \$150,000.

(d) SECARMY for all purchases above \$150,000.

(e) The AME Collections Committee will provide a recommendation to the approval authority before purchase of any artifact.

(3) *Government transfer.* Transfers of government property into the Army artifact collection will be vetted by the AME Collections Committee. If required, they will have a legal review conducted. The Director, Army Museums has final approval authority for all government transfers into the Army artifact collection.

(4) *Found in collection.* Objects that are found in collection (FIC) may be added to the collection only after it has been determined that no transfer or gift documentation exists for the asset. FIC assets must be fully documented by a memorandum for the record that outlines the due diligence conducted by the Army to determine legal ownership.

(5) *Abandoned property.* Abandoned property may be added into the Army artifact collection only after the Army has performed due diligence in trying to identify and contact the owner of the property. Both federal and local regulations on abandoned property must be followed.

(6) *Field collected property.* Any object that is collected by Army units or Military History Detachments must be legally obtained prior to being added into the Army artifact collection. Units will follow theater policy and conduct a local legal review when collecting this property. A local legal review is required for any non-U.S. objects collected while deployed. Commanders are encouraged to coordinate with the CMH legal advisor regarding theater collected property. Cultural property will not be accepted into the Army artifact collection.

f. AME activities will not acquire nor maintain arms, ammunition, and explosives (AA&E) that contain live or active energetics.

g. Archaeological materials and specimens recovered from Army-controlled lands are Army property managed in accordance with AR 200–1 and 16 USC Chapter 35 and will not held by AME facilities.

### **3-6. Deaccessions and dispositions**

*a.* Deaccessioning will be initiated and processed in the AME APSR in accordance with the CMP and will include a legal review when required. See glossary for definition of “deaccession.”

*b.* Disposition of surplus property will be coordinated with the Defense Logistics Agency (DLA), General Services Administration (GSA), and U.S. Army Tank-Automotive and Armaments Command (TACOM) as outlined in AR 700-4, AR 700-131, and 40 USC 121. Conditional or unconditional donations of surplus property to a qualified customer may be conducted per 10 USC 2572 as necessary. See glossary for definition of “disposition.”

*c.* All disposition requests will be initiated by the ARO or individuals designated on DA Form 1687 and submitted to the Property Branch, Historic Materiel Division (HMD), for processing.

*d.* Donations and interagency transfers will be processed in accordance with paragraphs 3-12*c* and 3-12*d* of this regulation.

### **3-7. Accounting requirements (registration and cataloging)**

*a.* All accessions must be recorded into an accession register. The register must be bound, archival quality, and stored in a fireproof safe. Writing will be done with archival black ink pen. Each accession entry will include the date received, total number of objects, a brief description of the object(s), received from, transaction type (for example, gift or transfer), remarks, and accession number.

*b.* An accession file will be maintained for each accession number. The file must contain all supporting documentation including title and transfer documents, correspondence, restrictions and sensitivities, appraisals and evaluations, and the approved AME Collections Committee acquisition request. The file may contain catalog records, research notes, treatment reports, and evidence of historical authenticity.

*c.* A catalog file may be maintained for an artifact and generally contains research information for a specific artifact. A catalog file may contain: printed catalog records; research notes and reports; evidence of historical authenticity such as documents that authenticate age, identity, or historical association; and conservation treatment reports.

*d.* Museums will retain any existing hardcopy catalog record cards used prior to the implementation of the AME APSR as a permanent record (circa 2005). Existing cards will be filed in accession files or will be arranged in such a manner that individual catalog cards are easily accessible.

*e.* An accession record will be created and central control number (CCN) assigned in the AME APSR for all newly accepted Army artifacts within 30 calendar days of AME Collections Committee approval and physical receipt of the collection. Artifacts must be fully cataloged and photographed to the standard set within the AME CMP within 90 calendar days of the accession record’s creation in the AME APSR.

*f.* Each object will be marked and/or tagged with its CCN, catalog number, and object name at minimum.

### **3-8. Asset reporting**

*a.* All small arms/light weapons (SA/LW) under the control of an AME activity must be reported within 72 hours to the Department of Defense Small Arms/Light Weapons Serialization Program per AR 710-3. Reproduction weapons capable of firing are considered SA/LW. Upon receipt of an SA/LW, the AME activity is required to accession the SA/LW in the accession book within 72 hours of receipt. It must be entered into the AME APSR within 72 hours of receipt. SA/LW must not be accepted prior to approval by the AME Collections Committee.

*b.* SA/LW will be physically accounted for by the unit with stewardship responsibility.

(1) For the purposes of serialized control of SA/LW reporting, units in custody of SA/LW classified as artifacts will report any movement of such assets to the owning organization.

(2) This is an additional accounting function required for all SA/LW, regardless of origin, and must be accomplished on all SA/LW retained within the organization.

*c.* A reconciliation report will be generated by the small arms serialization officer (SASO), CMH from January of each year. The report will be submitted to the ARO of each AME activity.

(1) The ARO will review and note any discrepancies on the report. Discrepancies include additions, deletions, transfers, or serial number changes.

(2) After reviewing, the ARO will sign and date the report and return it to the SASO, CMH.

### **3-9. Inventories and adjustments**

*a.* Army museum and TSF artifacts must be inventoried every 2 years on a cyclical cycle (approximately 5 percent monthly). Inventories will be documented in the AME APSR and discrepancies will be resolved as they are found on a monthly basis. Inventories should be conducted by a minimum of two people (borrowed military manpower, volunteers, and so forth are suitable for assistance in this requirement). When two-person inventories are not feasible, museum directors will inform their supervisors and develop mitigation measures to ensure command supply discipline is

maintained. Inventories will be conducted or supervised by the person having possession of, or having command/direct responsibility for, the property. MSCs must complete a 100 percent inventory of Army artifacts within their facilities every 3 years on a cyclical cycle (approximately 3 percent monthly).

b. The following requirements are also applicable for inventories:

(1) Sensitive item inventories will be conducted per AR 190–51.

(2) A 100 percent inventory is required when an ARO departs. The inventory will be conducted jointly by the incoming and outgoing ARO. If the incoming ARO is not yet present, then the command will designate a temporary ARO. When the new ARO arrives, the temporary ARO will conduct a 100 percent inventory with the new ARO. Any command having Army artifact collection items will ensure that this inventory is completed before the departing ARO clears the installation. This inventory is to be completed within 30 days. If it cannot be completed within 30 days, the activity commander may request an extension from the Director, Army Museums. The incoming ARO will sign a statement validating that the activity has completed a 100 percent inventory of its collection.

(3) Loaned artifacts must be verified in person or virtually by the ARO annually with the borrowing organization.

(4) Once the monthly cyclic inventory is completed, the inventory officer must sign a hardcopy of the inventory and keep it on file for 2 years. Post the record in the AME APSR with the date and name of the individual who performed the inventory for each item.

(5) Upon completion of the triennial 100 percent inventory, the ARO will sign a statement validating that the activity has completed a 100 percent inventory of its collection within a 3-year period. The form needs to be signed by the ARO and a copy sent to the AAO, CMH upon completion.

c. SA/LW inventories will be conducted per AR 190–11.

d. Update discrepancies that were found during the inventory in the artifact's AME APSR record. Submit relevant changes (such as wrong identification, damage, immediate conservation need, and so forth) through AME APSR to the AAO, CMH for approval and processing. AAO, CMH approval and processing must be completed within a 60-day period from notification.

e. All shortages and damages that are discovered during these inventories will be accounted for per AR 735–5. A financial liability investigation of property loss documents the circumstances concerning the loss or damage of government property and serves as an adjustment document for the AME APSR. It also documents a charge of financial liability assessed against an individual or entity, or provides for relief from financial liability.

### **3–10. Inspections**

a. *Command Supply Discipline Program.* All Active Component AME activities must undergo an external CSDP inspection by the CMH every 3 years. The CSDP inspections will be performed per AR 710–2 and AR 735–5.

b. *Physical security.* Security inspections will be conducted per AR 190–11, AR 190–13, AR 190–51, and AR 710–2 and are the responsibility of the installation on which an AME activity is located. A report of action taken is required for inspections with unsatisfactory ratings, and a follow-up inspection will be conducted 6 months later if the initial inspection resulted in an unsatisfactory rating.

### **3–11. Demilitarization and inert certification**

a. Property to be accessioned into the Army artifact collection is not to be demilitarized, except when determined that partial demilitarization is required for security and public safety per AR 700–144 and DoDM 4160.28, Volume 2. Exceptions are to be coordinated between Executive Director, CMH and the support Life Cycle Management Command.

b. All artifacts loaned, donated, or used in the exchange program under 10 USC 2572(b) that require demilitarization will be partially demilitarized in accordance with AR 700–144 and special instructions developed and approved by the TACOM donations office in accordance with weapon system managers and the DoD project manager at DLA.

c. All explosive ordnance in the AME will be rendered inert and marked in a manner that will not detract from its historical or display value. A copy of the Army explosive ordnance disposal inert certification will be placed in the accession and/or catalog file and the item will be identified as inert certified in the AME APSR.

d. AME staff will determine appropriate deactivation of SA/LW prior to display. This will be accomplished in a manner that will not permanently alter the artifact, but will render it safe for public display.

### **3–12. Loans, donations to nonfederal organizations, and interagency transfers**

Each of the unique areas of loans, donations, or transfers has individual procedures outlined in AR 700–131.

a. *Incoming loans of artifacts.*

(1) Incoming loans may be utilized for exhibit purposes only and will be approved by the Director, Army Museums. Incoming loans to the NMUSA will be approved by the Director, NMUSA.



(2) Incoming loans are limited to a 5-year period with a possible extension subject to the approval of the Director, Army Museums. Indefinite loan requests will not be accepted.

(3) The Federal Government is authorized to purchase insurance when nonfederally owned property is in temporary government custody.

(4) Incoming loans will be documented using DA Form 5573 (Incoming Loan Agreement) which will be maintained at both the local museum and Property Branch, AME. A loan file will be established for each loan and the file will be permanently retained after the return of the materiel to the owner.

(5) DA Form 3161 or its functional equivalent will be used to document the return of the artifact(s). DA Form 3161, or its functional equivalent, indicating the artifacts were returned and received, will be sent to the Property Branch, HMD.

*b. Outgoing loans of artifacts.*

(1) Outgoing loans are governed per AR 700–131, 10 USC 2572, 20 USC 60, and 31 USC 1535.

(2) All outgoing loans will be submitted through the Property Branch, AME for recommendation to the Director, MD, CMH, and legal counsel. Recipients of artifact loans must ensure that the artifacts received are maintained in accordance with security, environmental, and preservation standards set by the AME.

(3) Under 20 USC 60, artifacts may be furnished to the National Museum (Smithsonian Institution) for exhibition. Artifacts loaned to the National Museum (Smithsonian Institution) will be for a period to be agreed upon between the museum and AME. Artifacts may be temporarily stored for exhibit preparation, though not longer than 12 months. Artifacts to be stored longer than 12 months will be returned, unless coordinated with the owning agency and approved by the Executive Director, CMH.

(4) Loans to non-DoD federal agencies will be for a specified period per AR 700–131.

(5) Certain artifacts may be loaned to qualified nonfederal museums and similar activities enumerated in 10 USC 2572. Facility approval is required for all nonfederal loan recipients per AR 700–131. The final approving authority is the Executive Director, CMH.

(6) Outgoing loans will be documented using DA Form 5575 (Outgoing Loan Agreement), which will be maintained at both the local museum and Property Branch, AME. Outgoing loans to nonfederal borrowers also require a DA Form 5574 (Assurance of Compliance) form to be signed by the borrowing entity. A loan file will be established for each loan and the file will be permanently retained after the return of the materiel to the owner.

(7) DA Form 3161 or its functional equivalent will be used to document the return of the artifact(s). DA Form 3161, or its functional equivalent, indicating the artifacts were returned and received, will be sent to the Property Branch, HMD.

*c. Donations.* Donations to qualified, nonfederal organizations are authorized per 10 USC 2572 and are executed by Property Branch, AME in accordance with AR 700–131.

*d. Interagency transfers to federal agencies.*

(1) Transfers to the Smithsonian Institution are authorized per 20 USC 60 and will be executed by Property Branch, AME.

(2) Transfers to non-DoD federal agencies will follow applicable regulation and be executed by Property Branch, AME.

### **3–13. Disposition of unit heraldic property and objects of potential historical significance**

Commanders of deactivating or reflagging units will provide notification of change of unit status to the Director, Field Programs and Historical Services, CMH (ATMH–FP) within 5 working days of published order. Director, Field Programs will coordinate with the AME for appropriate custody of unit heraldic property and objects.

*a. Unit heraldic property.*

(1) Unit heraldic property includes flags, colors, guidons, streamers, and other heraldic items that are associated with the unit.

(2) Units that are being deactivated, inactivated, activated, or changing designation should refer to AR 220–5 and AR 840–10 for disposition of heraldic property.

*b. Objects of potential historical significance.* Objects of potential historical significance may include unit equipment or memorabilia that are maintained by the unit to honor its heritage. Commanders are encouraged to coordinate with AME for potential inclusion into the Army artifact collection via the AME Collections Committee.

*c. Accessioned property.* Unit AROs will request disposition instructions for artifacts within their possession from MD, CMH.

### **3–14. Artifact recovery in contingency operations by military history detachments**

*a.* The Executive Director, CMH will coordinate with DCS G–3/5/7; DCS, G–4; and DCS, G–8 to ensure collection of historical property is included in planning documents for combat and peacetime operations in order to ensure MOUs and MOAs with other governmental agencies (for example, U.S. Customs and Border Protection) are current, and that language of treaties relevant to specific countries or regions is honored. The AME will coordinate with the retrieving unit within 30 working days on the status of the item.

*b.* Legally acquired objects captured or recovered by operational units must be reported to AME for potential inclusion into the Army artifact collection.

*c.* Collections of artifacts will comply with theater and other governmental agency guidance.

### **3–15. Memorial plaques**

When an installation closes, the garrison commander is responsible for the disposition of memorial plaques per AR 1–33.

### **3–16. Native American Graves Protection and Repatriation Act**

*a.* NAGPRA recognizes the rights of lineal descendants, culturally affiliated Native American tribes (including Native Alaskan villages or corporations), or Native Hawaiian organizations to control or own Native American human remains, funerary objects, sacred objects, and objects of cultural patrimony that are held by federal agencies and museums that receive federal funds. Notify HMD, AME and the installation cultural resource manager if possible when NAGPRA objects are identified within museum collections.

*b.* NAGPRA artifacts will be managed in accordance with 43 CFR 10.

(1) AME activities must inventory holdings of Native American human remains and funerary objects and provide written summaries of all other Native American cultural items. AME activities will not maintain Native American archaeological material and specimens and will properly divest of such materials. NAGPRA inventories and summaries must be shared with all potentially affiliated claimants and the Manager, National NAGPRA Program.

(2) Director, Army Museums will ensure consultation with Native American tribes and Native Hawaiian organizations to attempt to reach agreements on the repatriation or other disposition of these remains and objects. Once lineal descent or cultural affiliation has been established, and in some cases the right of possession has also been demonstrated, lineal descendants, affiliated Native American Tribes, or affiliated Native Hawaiian organizations normally make the final determination about the disposition of cultural items. Director, Army Museums retains final approval authority of any negotiations conducted by AME or cultural resources personnel over NAGPRA items within the Army artifact collection.

(3) Director, Army Museums will ensure resolution and disposition of Native American objects in accordance with 43 CFR 10.10. Disposition may take many forms from reburial to long-term curation, according to the wishes of the lineal descendent(s) or culturally affiliated tribe(s).

(4) If no claim is made for the return of such objects, they must be curated in accordance with federal standards, 36 CFR 79, until the AME activity reaches a final disposition.

### **3–17. Movement of artifacts**

Artifact movements between AME organizations will be requested by the involved entities. Movement will be initiated and coordinated with HMD, MD. Artifacts must be properly packed and protected from damage during transportation. The transportation of SA/LW is governed by AR 190–11. All movement and transportation paperwork must be maintained in the accession file. The artifact movement will be documented in the AME APSR within 2 working days of receipt and verification.

### **3–18. Protection of artifacts**

Artifacts will not be used for their original function unless Executive Director, CMH grants waiver. For example, SA/LW and artillery may not be fired, uniforms and equipment may not be worn, and vehicles may not be driven. Artworks are the exception to this restriction because something created as a work of art will always be a work of art. Artifacts will not be placed outdoors unless exempted by the Director, Army Museums.

## **Chapter 4**

### **Private Organizations**

#### **4-1. Approval**

*a.* Commanders may permit private organizations (POs) to be established to support AME activities as prescribed by DoD 5500.07-R and AR 210-22. Commanders may not authorize POs to establish private museums on Army installations.

*b.* All POs operating on behalf of an Army museum will enter into an MOA between the PO, the installation, the museum activity's local commander, and CMH to establish official recognition. The MOA must be revalidated in accordance with DoDI 4000.19.

*c.* CMH recognizes that AME activities may also benefit from POs that are not officially aligned with, nor solely dedicated to, supporting museum activities, events, or programs and that their MOAs may not include CMH as a signatory agent.

*d.* CMH or the garrison commander may withdraw approval, if circumstances warrant, per established MOA.

*e.* Each museum will maintain file copies of all agreements and other documentation relating to its officially recognized and associated POs.

#### **4-2. Operations**

*a.* POs may use incidental space in the museum, but not in a manner that will impose space limitations on the operations of the museum. This space may only be used in a manner that directly supports the museum.

*b.* The museum director will serve as the Army's official liaison to the POs executive board or committee to provide guidance on museum planning and information of a technical or professional nature. The museum director or other members of the museum staff may not serve as voting members of the board.

*c.* All museum activities of the PO will be planned and coordinated to support the museum's objectives and goals. POs may not develop or implement any separate museum agenda, programs, or activities without prior written approval from the museum director.

*d.* Installations will enter into an MOA pursuant to AR 210-22 with all POs that operate on Army property for the benefits of Army museums. Additionally, the responsibilities of POs in regard to the museum they support will be set forth in an MOA between the garrison commander (or equivalent) the Center of Military History and the PO. The MOA will clearly state that PO operations will be consistent with applicable federal and state laws. MOA's will include a provision stating that POs may not accept donations of artifacts or works of art on behalf of an AME activity.

#### **4-3. Donations**

*a.* Offers of donations of money, real or personal property, or services from POs that benefit AME activities will be submitted in writing for approval per AR 1-100.

*b.* Unless prohibited by the state or locality in which they operate, POs that support an Army museum may establish one or more donation boxes within the museum for the acceptance of voluntary contributions.

(1) The donation box will be clearly marked with the name of the PO and a statement that all donations are used for direct museum support.

(2) Donation box funds will be maintained in a separate account by the PO and will not be co-mingled with earned revenues.

(3) Installation MOAs with POs for support of Army museums will include a provision that all funds from the donation boxes will be donated to the museum without conditions and will be processed as a gift in accordance with AR 1-100.

*c.* As stated in paragraph 4-2, MOAs with POs will include a provision that POs may not accept donations of artifacts or works of art on behalf of an AME activity.

#### **4-4. Revenue generating activities**

Revenue generating activities (RGAs) such as gift shops and simulators are authorized by AR 215-1 and AR 210-22. RGAs may be operated by a PO or by the installation Morale, Welfare, and Recreation program with sales authorized to all museum visitors. RGAs operating within the AME will adhere to the following:

*a.* Nonconsumable items sold through RGAs must be related to the museum's mission or to military history, heraldry, and organizations. Consumables may be sold, yet must be consumed only in authorized spaces. The scope of allowable items for sale will be stipulated in the MOA. The museum director will approve items offered for sale unless

it is an item authored or produced by the museum director or staff, in which case the approval authority is the Director, Army Museums.

b. When RGAs are operated by a PO, a percentage of the gross amount of revenue generated, as determined by the Director, Army Museums and specified in the MOA, will be gifted to the museum in accordance with AR 1–100.

c. As part of the MOA, POs with RGAs will agree to obtain periodic audits and submit the results to the Director, Army Museums.

## **Chapter 5**

### **Safeguard, Care, and Use of Army Artifacts**

#### **5–1. Preservation**

a. Each AME activity is responsible for preventative conservation of artifacts in its custody by controlling the agents of deterioration.

b. HMD, MD is the authority on preservation standards for items in the Army artifact collection.

c. Artifacts will not be compromised by irreversible alteration in any form to include demilitarization.

d. Any activity that stores or displays an artifact must adhere to the environmental standards outlined in the AME CMP. The goal of these standards to reduce drastic fluctuations in relative humidity (RH) and temperature. Seasonal fluctuations are normal and should be studied for trends to help the museum coordinate with their DPW to gain control of the building environment and come as near to these standards as possible. Environmental standards for artifacts will be maintained per the following:

(1) *Relative humidity.* Fluctuation of RH is the damaging mechanism of the environment. Because artifacts are composed of different materials, a middle ground is encouraged. Recommended settings are 50 percent with a seasonal fluctuation of plus or minus 5 percent. This setting is a compromise to the needs of a variety of collection materials.

(2) *Temperature.* Unless specifically designed for cooler storage conditions, museum areas containing collections will be maintained at between 68 degrees and 72 degrees Fahrenheit with fluctuations that will not vary more than plus or minus 2 degrees.

(3) *Light in collections storage areas.* Artifacts susceptible to light damage should be stored in total darkness. This can be accomplished by a utilizing dark storage area or ensuring those artifacts are stored in a container that does not allow light to enter.

(4) *Continually monitored.* Environmental conditions (temperature and RH) must be continually monitored, data recorded monthly, and records maintained for at least 2 years.

e. AME activities will have an active integrated pest management (IPM) plan and a housekeeping plan as outlined in the AME CMP.

f. Only trained and authorized personnel will handle artifacts.

g. Shipping of artifacts must be coordinated through the Transportation Officer, AME. Shipments of SA/LW and/or AA&E will be completed in accordance with AR 190–11. Shipments of hazardous materials (HAZMAT) and/or radioactive materials will be made per AR 700–143/DLAR 4145.41/NAVSUPINST 4030.55D/AFMAN 24–210\_IP/MCO 4030.40C and coordinated through proper channels locally, in coordination with the environmental and safety offices.

h. For IPM, museum directors will—

(1) Develop and implement an IPM program to maintain a pest-free environment per 7 USC 136r-1.

(2) Conduct IPM surveillance monthly to monitor pests and keep records of activity for 2 years.

(3) Ensure that food and drink, animals (except service animals covered under Americans with Disabilities Act), living plants, and fresh or dead flowers are not allowed in areas that contain artifacts to include collections storage, collections processing areas, and exhibit spaces. All food and drink will be relegated to designated/approved areas within any building that houses collections. Exceptions to policy for special events in exhibit spaces with artifacts may be approved by the Executive Director, CMH.

i. For AME activity housekeeping:

(1) A housekeeping plan will be developed and implemented for every gallery and storage area that houses artifacts.

(2) The activities of this plan will be tracked and recorded. Maintain the records for 2 years.

#### **5–2. Conservation**

HMD is the authority on and the proponent for conservation of the Army artifact collection. HMD will approve any proposed conservation treatments prior to beginning any work.

### **5-3. Restoration and maintenance of macro artifacts**

*a.* HMD, AME is the authority on and proponent for restoration and cyclic maintenance of macro artifacts in the Army artifact collection. Restoration treatments must be approved by HMD, AME in conjunction with appropriate subject matter experts prior to beginning any work.

*b.* Artifacts will be restored with concern for the following:

(1) Restoration treatment must preserve as much of the original components of the artifact as possible. Original parts removed will be retained and marked with the catalog number of the source artifact unless they are too degraded to preserve.

(2) All restoration will be documented with a report including photographs (before, during, and after) which will be uploaded into the artifact record of the AME APSR.

(3) The restored artifact will be authentic in color, markings, and finish.

(4) Addition of like or nonoriginal materials in the restoration of macro artifacts may be requested through the Director, Army Museums. Requests will be submitted in writing with clear justification for the action and a complete description of the like or nonoriginal materials to be utilized.

### **5-4. Radiation Safety Program**

All artifacts under the control of an AME activity with ionizing and non-ionizing radiation sources requires radiation testing and reporting per AR 385-10 and DA Pam 385-24.

### **5-5. Security and public safety**

*a.* Twenty-four hour physical security of museums and Army artifacts will be provided per the security standards prescribed in AR 190-51, AR 190-11, and this regulation. A physical security plan or standard operating procedure (SOP) will be developed that outlines the following:

(1) Response roster in event of a security or fire alarm.

(2) Key control, codes, and combination rotation procedures.

(3) Security checklist for routine staff inspections of museum gallery and other areas as applicable.

(4) Backup security arrangements in the event of a natural disaster, fire, loss of electricity, or other situations when the museum is both open and closed.

(5) Coordination procedures and familiarization program for installation security and fire personnel regarding the special needs of the museum and Army artifacts collections.

*b.* The following minimum security levels or safety systems will be provided:

(1) Fire suppression and smoke detection systems in the museum, the museum workshop, and museum storage areas, even if located in separate facilities, with a central alarm to the installation fire department or fire alarm control center (all fire suppression and detection systems will be regularly inspected per UFC 3-601-02).

(2) Fire drills and evacuation procedures will be established and reviewed regularly.

(3) Intrusion detection systems will be installed in the museum, museum workshops, arms room, and museum storage areas, even if located in separate facilities, with a central alarm in the installation security office. Equipment will be inspected regularly in accordance with Occupational Safety and Health Administration (OSHA) and Army regulations and guidelines.

(4) Emergency battery-powered lighting systems will be installed in public and other appropriate areas. Equipment will be tested regularly per OSHA and Army regulations and guidelines.

*c.* Security measures will not alter or harm the integrity of any Army artifacts.

*d.* HAZMAT will be stored away from the artifact areas. The handling and storage of HAZMAT will be done per all applicable Army, installation, and other applicable regulations.

*e.* A data sheet will accompany any containers of HAZMAT.

*f.* Appropriate equipment (such as fume hoods, eye protection, gloves, aprons, safety shoes, and so forth) must be available in workshop areas.

*g.* The museum will comply with safety office requirements.

*h.* The museum will maintain first-aid kits.

*i.* The museum will have on file the results of the last installation safety inspection.

## Chapter 6 Programs, Education, and Training

### 6–1. General

Education is the cornerstone of all facets of work in the AME. The primary mission of museums and TSFs is to use artifacts, exhibits, historical information, and organized educational experiences to train and educate Soldiers, civilians, units, and the public.

### 6–2. Professional standards

As museum professionals, staff who have a role in the training, education, and professional development at AME activities will—

- a. Master the content related to their mission, exhibits, and collections and serve as a subject matter expert to their local commands and to the Army.
- b. Become familiar with programs of instruction and unit missions pertaining to history.
- c. Incorporate an interdisciplinary educational approach to maximize the benefits of an informal learning environment.
- d. Coordinate with co-located command or branch historians and partner with relevant historians when applicable and collaborate with CMH, TRADOC, universities, and other educational institutions to increase the impact of programs, education, and training.
- e. Recognize their distinct audiences, including Soldiers, civilians, units, and the public, and their unique educational requirements.
- f. Develop educational programs and exhibits that reflect the diversity of the Army and the nation.
- g. Establish educational objectives for all educational programs and exhibits.
- h. Assess program effectiveness with measurable tools. AME activities will report their attendance and other data about the impact of their programs through the MSR and other reporting tools.
- i. Museums are authorized to publicize programming, status, and hours of operation in print, digitally, at events, and at local and state hospitality venues (for example, hotels, welcome/visitor centers, and so forth).

### 6–3. Weapons demonstrations

Blank-firing demonstrations of SA/LW and artillery can significantly enhance audience understanding of Soldier training, technological development, and evolution of military tactics. Therefore, such demonstrations are permissible for AME activities, provided they strictly adhere to the following safety requirements.

- a. *Battle re-enactments.* Battle re-enactments are not authorized for AME activities.
- b. *Safety.* Weapons demonstrations are recognized to involve inherent risk. While composite risk management procedures ensure that Soldier and spectator safety remains paramount, the requirements in paragraphs 6–3c and 6–3d will be followed. The SOPs for specific weapons will establish minimum standards for firing demonstration safety to mitigate that risk.
- c. *Planning.* Before implementation of a weapons program, all firing demonstrations must be described as part of any educational or interpretive planning, to include specified learning objectives.
- d. *Authorized weapons.* Army-owned weapons and personally-owned weapons that have been inspected and verified for safety and functionality by a qualified museum staff member may be blank-fired as part of an AME demonstration.
  - (1) All SA/LW owned by the Army and used in public demonstrations must be accounted for as specified in AR 190–11.
  - (2) The firing of any AME designated artifact is prohibited and therefore requires a waiver prior to its use in a demonstration. Waiver requests are reviewed by the AME Collections Committee and approved by Director, Army Museums, and must be submitted prior to each use in a demonstration.
  - (3) The firing of weapons classified as “original nonartifact” or as a reproduction (collectively known as “educational support items”) is permitted at the discretion of the AME activity director. Army artifacts may not be used in live firing demonstrations without a waiver as described in paragraph 6–3d(2).
  - (4) Privately-owned weapons may be blank-fired as part of an Army demonstration after being inspected for safety, function, and cleanliness by a qualified museum staff member and marked to show that it has been inspected and meets the standards.
  - (5) Under no circumstances will a visitor be allowed to handle a weapon. While they may be shown to a visitor, all weapons will remain in the immediate control of the staff and volunteers at all times.
- e. *Safety training.* The safety of the audience, museum staff, and volunteers is the highest priority.

(1) The local AME activity will prepare a safety SOP that covers each type of SA/LW or artillery to be used for firing demonstrations. This document will be reviewed and approved by the Director, Army Museums and by the local garrison or command safety officer prior to a demonstration. The safety SOP will include the date of authorization. Revisions to the local AME activity safety SOP will require the document to be re-reviewed.

(2) AME activity directors are accountable to ensure that all staff and volunteers involved in public firing demonstrations are thoroughly trained and follow the established requirements and the safety SOP for each specific weapon type prior to their involvement in a firing demonstration.

(3) The training will include both a lecture and a practical demonstration that may also include interpretive themes and accurate historical information.

(4) Training for artillery demonstrations with government-owned assets will be completed as a gun crew. Volunteer reenactment groups must be trained and certified by the National Park Service in order to participate in a live fire demonstration.

(5) AME activity directors will maintain a record of all staff and volunteers who have completed the weapons safety training, showing the date of the training and the specific type of weapon(s).

(6) Only certified trained staff and volunteers are allowed within the safety exclusion zone during a firing demonstration.

(7) The National Park Service interpretive weapons safety training course, or an equivalent training, is recognized and authorized for AME personnel.

*f. Conducting a firing demonstration.* To ensure the safety of participants and spectators, all firing demonstrations are to be tightly controlled activities, with a safety exclusion zone around the weapon as detailed in the safety SOP for that specific weapon.

(1) A member of the AME activity staff will be appointed as the safety officer for each firing demonstration. This individual may not participate in the actual demonstration but is focused on ensuring the safety of all participants and spectators. The safety officer may stop or cancel the firing demonstration at any time and for any reason.

(2) Prior to each demonstration, a list will be prepared for the safety officer with the name of all participating staff and volunteers that day, clearly showing which weapons they have been trained on and are authorized to fire. This roster will also include the staff and volunteer emergency information. This document will be kept by the safety officer at the site of the demonstration.

(3) Hearing protection must be worn by all staff and volunteers participating in a firing demonstration.

(4) The safety exclusion zone will be clearly marked. All nonauthorized personnel and spectators must be removed from this area in advance of a firing demonstration.

(5) All weapons to be blank-fired must be inspected by the safety officer prior to the demonstration.

(6) Bayonets may be attached to weapons during public displays within exclusion areas, but never in proximity to the spectators. On black powder weapons, ramrods may be used during the loading process for blank-firing demonstrations within the bounds of the designated safety zone and in the down range exclusion area.

(7) Following a blank-firing demonstration, all expended brass or other debris must be policed before allowing the public within the safety exclusion zone.

(8) All metallic SA/LW blank cartridges will be commercially purchased by personnel authorized to conduct firing demonstrations. No donated or self-loaded cartridges are authorized. Muzzleloader paper blanks must be properly constructed using the process established by the National Park Service in their SA/LW demonstration manuals for muzzle-loading percussion and flintlock weapons.

(9) The transportation and storage of weapons and explosives will conform to safety requirements detailed in the safety SOP for each type of weapon. All government-owned weapons and blank ammunition must be transported in a GSA vehicle.

(10) The use of "black powder" in AME programs is restricted to potassium nitrate-based, sporting grade black powder.

(11) All government-owned weapons will be cleaned and inspected at the end of each firing demonstration in accordance with the safety SOP for that specific weapon.

#### **6-4. Army Museum Enterprise teaching collections**

Museums generally teach with the use of three-dimensional objects; AME activities can maintain a collection of reproductions and nonartifacts for use in training and educational programs.

*a.* All teaching collection items (with exception of SA/LW) will be managed and accounted for as government property in accordance with AR 735-5.

*b.* Teaching collection items are considered consumables to be replaced as needed.

- c.* The size of the teaching collection will be appropriate to the scope and requirements of the training and education programs offered at a particular AME activity, as approved by the Director, Army Museums.
- d.* Macro nonartifacts (such as vehicles, tanks, howitzers) are not to be used as part of a teaching collection and will not be fired or driven. Use of macro nonartifacts in any capacity in a teaching collection requires a waiver from the Director, Army Museums.
- e.* Use of functional small arms in a teaching collection must be approved by the Director, Army Museums. Modern small arms utilized in a teaching collection will not be fired.

## **6–5. Volunteers**

Volunteers are a vital staffing resource for supporting AME activities.

- a.* All AME activities will follow DoDI 1100.21 and AR 608–1 to operate a volunteer program at an Army facility. Volunteer activities must occur under the supervision and guidance of a government employee.
- b.* Individuals wishing to volunteer must register through the Army Volunteer Corps and complete a basic background check. All volunteers who work with or around children and youth are required to have an additional background check in accordance with DoDI 1402.5.
- c.* All volunteers working at an AME facility will sign DD Form 2793 (Volunteer Agreement for Appropriated Fund Activities and Non-Appropriated Fund Instrumentalities). The acceptance of volunteer services will be acknowledged on this document before an individual is allowed to provide volunteer services.
- d.* Groups or organizations volunteering at an AME activity for a one-time special event are not required to register with the Army Volunteer Corps; however, the group must have its own liability insurance.
- e.* Staff should manage their volunteer force through the Army’s Volunteer Management Information System (VMIS) to help announce volunteer positions, track volunteer hours, and to communicate with volunteers.

## **Chapter 7 Exhibition of Army Artifacts**

### **7–1. General**

Exhibits are an important educational tool, incorporating historical artifacts, images, text, interactivity, media, and other technologies to engage and inform visitors and educate Soldiers on a particular topic within the mission of an AME activity. The following display requirements apply to Army artifacts regardless of display location.

- a.* All AME activities will create and maintain long-term exhibits (intended to be on display for 3 years or more). Temporary exhibits (intended to be on display for less than 3 years) are encouraged when space is available. Virtual exhibits are likewise encouraged though not required.
- b.* All exhibits, whether long-term, temporary, or off-site must support the museum’s mission as stated in the museum’s mission statement.
- c.* When CMH obtains funding for a long-term exhibit (3 years or more in duration) at an AME activity, the Director, Army Museums will approve the proposed storyline and design of the exhibit. The final approving authority for exhibits at the NMUSA is the Executive Director, CMH.
- d.* Exhibits will be inspected regularly and must be kept clean and free of pests.
- e.* Only art and artifacts that are deemed in a stable condition by AME staff will be exhibited. All exhibits must follow preservation standards in accordance with chapter 5 of this regulation. All exhibit cases, fixtures, mounts, and supports must be physically inert and adequately support the artifacts on display.
- f.* The use of reportable SA/LW in static outdoor displays is not authorized.

### **7–2. Exhibit display cases**

All exhibit display cases that are built or purchased to hold artifacts from the Army artifact collection must meet the following standards:

- a.* Cases housing and/or mounts and materials touching or in close contact with Army artifacts must be constructed of conservation grade materials that will not degrade the artifacts over time. For additional guidance and a list of approved conservation grade materials to be used in exhibit cases, contact the Chief Conservator, AME. SA/LW must be secured per AR 190–11.
- b.* When designing or purchasing exhibit display cases, take into account Army regulations concerning weapons inspections. SA/LW must be secured per AR 190–11.



*c.* Cases with acrylic vitrines must have the vitrine constructed of ultra-violet filtering acrylic at least 1/4-inch thick. For security reasons, do not round over chamfered edges on the vitrines. All vitrines must be attached to the case using security screws or locks.

*d.* Glass front display cases should have a minimum of 3/8-inch thick low iron/water white ultra-violet filtering safety glass. Glass front doors must be secured using either locks or security screws. Brush gaskets will be used on the doors to reduce dust from penetrating the case interior. Do not use cases that feature sliding glass doors as these present security and maintenance issues. Doors that can provide access to the object must be lockable. Doors that do not provide access to the object can be secured with locks, magnetic devices, or physical catches.

*e.* Any wall-mounted cases that are small enough to be lifted off, hidden, and removed from the museum by an individual must be secured to the wall with a security bracket or similar means.

*f.* Lighting must be controlled; LED or fiber optic lighting systems should be utilized if possible.

*g.* Heat generating devices must not be placed in the object display area.

*h.* Display cases must conform to provision of the Americans with Disabilities Act of 1990 and later provisions.

## **Chapter 8**

### **Command Responsibilities for Historic Property**

#### **8–1. General**

Army units and commands are responsible for preserving their unit history. Many units maintain assets on display that reflect their heritage and history, to include plaques, trophies, gifts, mementos. These objects are not artifacts and are not covered by this regulation. CMH maintains accountability and safe keeping of the Army Artifact Collection through its activities. The Executive Director, CMH is the approval authority for the use and display of Army artifacts outside of AME activities.

#### **8–2. Reporting and accountability**

Commanders with approval of the Executive Director, CMH to maintain physical custody of Army artifacts and Army art will assign an ARO in writing to maintain accountability. Commanders who wish to identify a unit asset as an Army artifact will use the format shown in figure 8–1. The ARO will—

*a.* Maintain copies of records associated with Army artifacts in possession of the command.

*b.* Maintain copies of any correspondence with CMH that involves classification of an Army artifact.

*c.* Ensure that Army artifacts are preserved and displayed in accordance with chapter 7 of this regulation.



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
UNIT LETTERHEAD

OFFICE SYMBOL

[Date]

MEMORANDUM FOR Director, Army Museums, United States Army Center of Military History,  
9955 Tracy Loop, Fort Belvoir, VA 22060

SUBJECT: Request for Army Artifact Determination

1. In accordance with AR 870-20, this request is submitted to identify the following asset as a potential Army artifact.
2. A description of the potential artifact is provided in Enclosure 1 along with digital images.
3. The following information must be included for controlled and serialized assets only (do not utilize if not applicable):

Nomenclature:  
Part/Identification Number:  
National Stock Number:  
Country of Origin:  
Unit Price:  
Unit of Issue:  
Quantity:  
Serially Controlled (Yes/No)  
Serial Number(s):

4. The significance of this asset is (describe significance of object to the Army's history, date obtained, where obtained, background/provenance of object, and why it should be retained as a museum artifact).
5. Ownership information: (Include DoDAAC and point of contact for unit transfers, include name of current owner for personal or Soldier property, indicate current custodian for war trophy or foreign gifts.)
6. The point of contact for this request is [rank], [first and last name], [position], at [email or phone].

Encl

NAME (ALL CAPS)  
Rank, Branch  
Unit

Figure 8-1. Sample Army artifact determination memorandum

### **8-3. Requests for Army artifacts and artwork for exhibition**

*a.* Requests for display of Army artifacts must be signed by the first general officer or deputy commanding general (in multi-star commands) or equivalent for all Army agencies and organizations. The request must be submitted in writing to the Director, Army Museums.

*b.* Army artifacts may only be used in an approved exhibition plan with appropriate cases, mounts, lighting, and environment as referenced in chapter 7 of this regulation. Army artifacts are not to be utilized as decorations. The command is responsible for submitting an exhibit plan and fully funding the exhibition. Funding will include shipment of the artifacts, cases, mounts, lighting, and so forth. Army artifacts will only be utilized in command displays if they are stable enough for shipment and exhibition.

*c.* The length of display will be determined by Director, Army Museums and is dependent on the artifacts requested. Army artifacts will not be displayed for indefinite periods. The length of display will be determined prior to shipment of the artifacts for exhibition.

*d.* Original art will only be utilized for command displays at the discretion of the Executive Director, CMH. The AME will provide commands with high-resolution digital images that can be reproduced and framed by the command for display.

*e.* Original art may be requested for display by Army senior leaders (ASLs), the rank of lieutenant general and higher and civilian equivalent or higher. Requests may be made for a maximum of two works of art. Exceptions for more than two works of original art will be approved by the Executive Director, CMH. The art must be displayed in the immediate office area of the requestor, or inside the reception area outside of the office. Original works on paper, such as watercolors, drawings, charcoals, and so forth, may not be utilized for office display. Reproductions of these works will be utilized instead. The requestor is responsible for signing for the artwork while on display. The artwork must be returned when the requestor leaves the office from which they make the request.

### **8-4. Organizational Heritage Materiel**

Army activities are authorized to maintain and account for OHM. Both are defined as historical assets that have significance to a particular Army activity, but do not warrant inclusion into the Army artifact collection or preservation as artifacts. OHM consists of material that must remain accountable on a unit's APSR and includes combat materiel (such as tanks, howitzers, vehicles), SA/LW, flags, and historical assets with a value greater than \$5,000.00. Tanks, howitzers, vehicles, and small arms classified as OHM may be used for static display purposes only.

*a. Reporting.* Units and commands in possession of potential Army artifacts must report them as outlined in paragraph 8-2. The reply to this report must remain in a historic turnover file and be included when routing any OHM requests.

*b. Approval.* Organizations with assets meeting OHM criteria will submit requests endorsed by the first general officer/senior executive service director level to be vetted through command echelons to their Army command (ACOM), Army service component command (ASCC), or direct reporting unit (DRU) headquarters. This request must include a copy of the CMH declination memo as an enclosure. Commands at each echelon may reject a request for OHM from a subordinate command. If the request is endorsed through the ACOM/ASCC/DRU level, the ACOM/ASCC/DRU will submit the request to DCS, G-4 (G-44S Major Items Division DALO-SPE and Property Accountability Division DALO-SPA) via the Enterprise Task Management Software Solution (EMS2) at <https://hqda.tmt.army.mil> (common access card required). DCS, G-4 will then coordinate with Headquarters, Army Materiel Command to vet the request to verify any further Army requirements for the materiel. If the request to retain the asset as OHM is approved, DCS, G-4 will provide a memo for approved OHM that must be retained by the requesting unit to justify the accountable records.

*c. Accountability.* Organizations will account for OHM in the organization's APSR. CMH will be responsible for requesting nonstandard cataloging with a nonstandard line item number and management control number per AR 708-1 for any property that does not already have one. For large OHM, such as tanks, vehicles, and artillery pieces, CMH will provide a data plate with the nonstandard catalog information.

*d. Labeling.* Large OHM, such as tanks, vehicles, and howitzers, will be labeled in accordance with MIL-STD 130 and AR 700-145 for audit compliance by entering the existing catalog control number or serial number on the item's new data plate. Small OHM such as SA/LW will continue to be tracked by their original serial number.

*e. Maintenance and funding.* Maintenance of OHM in accordance with AR 870-20 is not required. OHM recipients are authorized to use sustainment funds to maintain and ship OHM. Abatement and transportation costs for disposal of OHM will be funded by sustainment funds. Operation and maintenance could be installation or beautification funds or other general operating funds, depending on the structure or mission of the unit or installation. Installations should continue to report OHM as personal property. Financial valuation of each OHM should be reported as one occurrence using funding category code 76020, Monuments/Memorials, in accordance with DA Pam 415-28.

*f. Disposition.* When a requirement for OHM no longer exists, owning organizations will request disposition instructions from their servicing PBO and will be responsible for any costs for final divestiture. PBO's will work with their servicing Logistics Readiness Center for equipment turn-in. Sustainment funds will be used for abatement and transportation costs for disposal of OHM.

## **Chapter 9**

### **National Museum of the United States Army**

#### **9–1. General**

*a.* NMUSA, located adjacent to Fort Belvoir, Virginia, provides a comprehensive portrayal of Army history and traditions. NMUSA staff comprises DACs, contractors, and volunteers. Staff members ensure the successful operations of the NMUSA through effective resource management, facility management, events, security, exhibits, public programming, education, public affairs, and information technology.

*b.* NMUSA serves as an Army national landmark with a public mission, honoring United States Soldiers—past, present, and future—and provides visitors from around the world an interactive educational experience exploring the Army's role in creating and defending our nation, as well as the Army's continued contributions throughout American history.

*c.* The museum is a subordinate directorate of CMH. The Executive Director, CMH, is the first general officer/senior executive service officer in the NMUSA management chain. CMH and NMUSA are assigned to Headquarters, TRADOC, as headquarters special activities.

*d.* The AHF is the NMUSA's official Section 501(c)(3) PO responsible for RGAs within the museum. The AHF manages the cafe, the museum store, the Army action center, catering services, and event management.

*e.* The Army owns and operates NMUSA and leases operating space to the AHF. The AHF continues its designated fundraising role in support of the NMUSA and manages all retail, catering, and special events services in accordance with the negotiated lease.

#### **9–2. Operations**

*a.* The NMUSA ensures a national-level visitor experience through exceptional customer service, world-class exhibits, and public programming conducted by the DAC staff. The NMUSA maintains a volunteer docent program to support the DAC staff and AHF staff.

*b.* The NMUSA maintains an online presence providing timely information to ensure an optimal visitor experience and to extend the reach of the museum's educational programming.

*c.* The NMUSA periodically rotates its exhibits and artifacts, to include temporary and traveling exhibits, to maintain its status as the Army's National Museum. NMUSA staff oversee the development, implementation, and installation of all exhibit galleries. The staff also maintains the records, inventory, accountability, preservation, interpretation, and display of all art and artifacts at the NMUSA. The NMUSA staff is the primary point of contact for all prospective donation offers and artifact research inquiries to the NMUSA, and presents acquisition requests to the AME Collections Committee when bringing artifacts into the Army artifact collection. The MSCs at Fort Belvoir and Anniston Army Depot, Alabama provide direct curatorial and conservation support to the NMUSA.

*d.* The NMUSA conducts educational, historical, interpretive, and informational programs. The NMUSA staff develops, implements, and presents all NMUSA-based experiential learning through robust and interactive programming.

*e.* The NMUSA will have on-site security guards 24 hours a day, 7 days a week.

*f.* The NMUSA manages and schedules indoor and outdoor ceremony and event spaces available for government and public use.

#### **9–3. Use and support**

Within its mission the NMUSA supports ASLs, consisting of the SECARMY; Chief of Staff; Under Secretary of the Army; Vice Chief of Staff, Army; and Sergeant Major of the Army by managing, coordinating, and executing ceremonies, special events, and conferences they host in the NMUSA or on its campus grounds. This support may also be extended to the Director of the Army Staff, HQDA principal officials, ACOM commanders, and other Department of Army and government distinguished visitors (DVs) as resources allow.

*a. Support request process.*

(1) Notification is sent to the Director, NMUSA, indicating an ASL is hosting an event. The Executive Director, CMH is copied.

(2) Supporting ACOM commander or Army general officer combatant commander hosted events at the NMUSA are subject to availability on a first-come, first-served basis. Requests are sent to the Director, NMUSA, in writing, with the Executive Director, CMH copied. Once approved, the AHF will manage all official events. The AHF may charge related event fees for services such as food and beverage catering, information technology/audio visual support, and room setup/tear down.

(3) Supporting DVs (DoD general officers, international military general officers, and senior executive service members across government), requests for private tours, or requests to host official events at the NMUSA are subject to availability on a first-come, first-served basis. Requests are sent to the Director, NMUSA, in writing, with the Executive Director, CMH copied. The AHF will manage all official events. The AHF may charge fees to support official events, including all food and beverage catering services and space setup.

(4) Notifications originate from ASLs or other DV executive assistants or executive officers.

*b. Scope of support.* ASL-hosted events and all other DV requested events are initially assessed into one of three categories during planning: routine, special, and/or official representation funds (ORF).

(1) *Routine.* Routine ASL events are limited in scope, with the majority of planning by HQDA Protocol Directorate action officers, the honoree, and host's staff. The HQDA Protocol Directorate coordinates routine ASL-hosted events directly with the NMUSA's Public Affairs Office. Other DV-hosted events are coordinated directly between the DV organization's protocol representative and the NMUSA's Public Affairs Office.

(2) *Special.* Special events hosted by an ASL include a larger sponsoring/lead organization for which coordination will be worked directly between the HQDA Protocol Directorate, the assigned organization's action officer, and the NMUSA's protocol representative and leadership. The following are examples of special events hosted by ASLs and their respective lead agencies.

(a) Medal of Honor event (DCS, G-1).

(b) Foreign counterpart event (DCS, G-2).

(c) Other DV-hosted events that may be considered within this category are coordinated directly between the DV organization's protocol representative and the NMUSA's protocol representative and leadership.

(3) *Guidance.* Whether the event is hosted by an ASL or other DV and executed with ORF, or is an official capacity event in which the ASL or other DV is the host and bears the majority of the costs, the NMUSA's Public Affairs Office and leadership will coordinate directly with the appropriate protocol representatives on the requirements for these events.

(a) *Official representation funds events in accordance with AR 37-47.* ORF-planned events must include a specific ratio of authorized guests (non-DoD to DoD guests) depending on the total number of guests invited to the event. For guidance on ORF ratios and the definition of authorized guests, see DoDI 7250.13 and AR 37-47. The NMUSA's protocol representative and leadership will coordinate with the appropriate organization's protocol representative and the AHF when ORF is being used for an ASL or other DV-hosted event.

(b) *Official capacity.* Official capacity events are events hosted by an ASL or other DV in their official capacity at which the ASL other DV and event participants are conducting official business on behalf of the Army or are discussing Army-related topics. The invited guest ratio primarily consists of DoD and DoD-associated personnel (such as spouses). The NMUSA's protocol representative and leadership will coordinate with the appropriate organization's protocol representative and the AHF when an event is categorized as official capacity.

*c. National Museum of the United States Army support.*

(1) All NMUSA support will be provided through the AHF's event team in coordination with the NMUSA's protocol representative and leadership. Support focuses on coordinating the event, event planning, event rehearsal, and day-of set up, event execution, and breakdown.

(2) All honoree or sponsoring organizations provide the appropriate ceremonial elements to include U.S. flag, U.S. Army flag, Army general officers' flags, positional flags, ceremonial music, and any other custom ceremonial elements.

*d. Event augmentation.* Events may require support outside the NMUSA's capability. Routine event augmentation is coordinated by the honoree or sponsoring organization. Augmentation for special events is coordinated by the appropriate executive support staff for the honoree or sponsoring organization. Augmentation details are provided to the NMUSA's protocol representative and leadership.

*e. Gifts.* Gifts are an integral part of official courtesies in a variety of situations. Gifts are normally exchanged during official counterpart visits and are sometimes exchanged during self-invited visits. Coordination for gifts and gift exchange is provided by the honoree or sponsoring organization's executive support staff.

*f. Committing the National Museum of the United States Army.* Any plans or initiatives for placement of product, hosting events, conducting business, creative projects or providing any commitment in regards to the NMUSA facility or campus grounds will be coordinated with the NMUSA's leadership and the Executive Director, CMH prior to a

commitment being made. The NMUSA has no requirement to honor any commitment made on its behalf without the appropriate coordination and planning.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

This section contains no entries.

#### **Section II**

##### **Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this regulation. Unless otherwise stated, Department of the Army publications are available at <https://armypubs.army.mil/>, DoD issuances are available at <https://www.esd.whs.mil/dd/>, the CFR is available at <https://www.ecfr.gov/>, and the USC is available at <https://uscode.house.gov/>.

##### **AR 1–33**

The Army Memorial Program

##### **AR 1–100**

The Army Gift Program

##### **AR 11–2**

Managers' Internal Control Program

##### **AR 15–39**

Department of the Army Intergovernmental and Intragovernmental Committee Management Program

##### **AR 25–30**

Army Publishing Program

##### **AR 37–47**

Official Representation Funds of the Secretary of the Army

##### **AR 190–11**

Physical Security of Arms, Ammunition, and Explosives

##### **AR 190–13**

The Army Physical Security Program

##### **AR 190–51**

Security of Unclassified Army Resources (Sensitive and Nonsensitive)

##### **AR 200–1**

Environmental Protection and Enhancement

##### **AR 210–22**

Private Organizations on Department of the Army Installations

##### **AR 215–1**

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

##### **AR 220–5**

Designation, Classification, and Change in Status of Units

##### **AR 385–10**

The Army Safety Program

##### **AR 420–1**

Army Facilities Management

##### **AR 608–1**

Army Community Service

##### **AR 700–4**

Logistics Assistance

**AR 700–131**

Loan, Lease, and Donation of Army Materiel

**AR 700–143/DLAR 4145.41/NAVSUPINST 4030.55D/AFMAN 24–210\_IP/MCO 4030.40C**

Packaging of Hazardous Material

**AR 700–144**

Demilitarization and Trade Security Controls

**AR 700–145**

Item Unique Identification

**AR 708–1**

Logistics Management Data and Cataloging Procedures for Army Supplies and Equipment

**AR 710–2**

Supply Policy Below the National Level

**AR 710–3**

Inventory Management Asset and Transaction Reporting System

**AR 735–5**

Property Accountability Policies

**AR 840–10**

Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates

**AR 870–5**

Military History: Responsibilities, Policies, and Procedures

**DA Pam 25–403**

Guide to Recordkeeping in the Army

**DA Pam 385–24**

The Army Radiation Safety Program

**DA Pam 415–28**

Guide to Army Real Property Category Codes

**DoD 5500.07–R**

The Joint Ethics Regulation (JER)

**DoDI 1000.15**

Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations

**DoDI 4000.19**

Support Agreements

**DoDM 4160.28, Volume 2**

Defense Demilitarization: Demilitarization Coding

**MIL–STD 130**

Identification Marking of U.S. Military Property (Available at <https://quicksearch.dla.mil/qssearch.aspx>.)

**UFC 3–601–02**

Fire Protection Systems Inspection, Testing, and Maintenance (Available at <https://www.wbdg.org/ffc/dod/unified-facilities-criteria-ufc/ufc-3–601–02>.)

**5 CFR 2635.101**

Basic obligation of public service

**29 CFR 1910**

Occupational Safety and Health Standards

**36 CFR 79**

Curation of Federally-Owned and Administered Archaeological Collections



**43 CFR 10**

Native American Graves Protection and Repatriation Regulations

**49 CFR 172**

Hazardous Materials Table, Special Provisions, Hazardous Materials Communications, Emergency Response Information, Training Requirements, and Security Plans

**7 USC 136r-1**

Integrated Pest Management

**10 USC 924**

Frauds against the United States

**10 USC 2572**

Documents, historical artifacts, and condemned or obsolete combat materiel: loan, gift, or exchange

**10 USC 2601**

General gift funds

**10 USC 7772**

National Museum of the US Army

**16 USC Chapter 35**

Endangered Species

**20 USC 60**

Army articles furnished to National Museum

**25 USC Chapter 32**

Native American Graves Protection and Repatriation Act

**31 USC 1535**

Agency agreements

**40 USC 121**

Administrative

**Section III****Prescribed Forms**

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate website (<https://armypubs.army.mil>).

**DA Form 5572**

Gift Agreement (Prescribed in para 3-5*b*.)

**DA Form 5573**

Incoming Loan Agreement (Prescribed in para 3-12*a*(4).)

**DA Form 5574**

Assurance of Compliance (Prescribed in para 3-12*b*(6).)

**DA Form 5575**

Outgoing Loan Agreement (Prescribed in para 3-12*b*(6).)

**Section IV****Referenced Forms**

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate website (<https://armypubs.army.mil>) and DD Forms are available on the Washington Headquarters Services website (<https://www.esd.whs.mil/directives/forms/>).

**DA Form 11-2**

Internal Control Evaluation Certification

**DA Form 1687**

Notice of Delegation of Authority–Receipt for Supplies

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 3161**

Request for Issue or Turn-in

**DD Form 2793**

Volunteer Agreement for Appropriated Fund Activities and Non-Appropriated Fund Instrumentalities

**DD Form 2875**

System Authorization Access Request (SAAR)

## Appendix B

### Internal Control Evaluation

#### B-1. Function

The functions covered by this evaluation are the administration of the Army artifact collection, management of Army museums, care and exhibition of Army artifacts, and Army artifacts at the unit level, including review and reporting requirements of potential Army Artifacts.

#### B-2. Purpose

The purpose of this evaluation is to assist museums, units, and senior leaders in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls.

#### B-3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, or other). Answers that indicate deficiencies must be explained and corrective action identified in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

#### B-4. Test questions

- a. Does the unit, agency, component, or museum subject to the internal control evaluation possess Army artifacts?
- b. Does the component(s) possessing Army artifacts have an ARO on orders?
- c. Are standard Army artifact inventories conducted bi-annually?
- d. Are sensitive Army artifact inventories conducted in accordance with AR 190-11?
- e. Are Army artifacts stored in accordance with this regulation?
- f. Do Army artifacts on display meet conservation standards in accordance with this regulation?
- g. Did the component(s) report all potential Army artifacts to the Executive Director, CMH?
- h. Has the component(s) submitted an Army artifact determination memorandum for potential artifacts?
- i. Does the component(s) maintain and account for OHM and or consumable historical assets?
- j. If the answer to paragraph B-4i is "yes," does the component maintain an approved Army artifact determination memorandum response from CMH and/or any required approvals from DCS, G-4?

#### B-5. Supersession

Not applicable.

#### B-6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to the Executive Director, U.S. Army Center of Military History (ATMH-ZA), 104 Second Avenue, Collins Hall, Building 35, Fort McNair, Washington, DC 20319-5058.

## **Glossary**

### **Section I**

#### **Abbreviations**

**AA&E**

arms, ammunition, and explosives

**AAM**

American Alliance of Museums

**AAO**

artifact accountable officer

**ACOM**

Army command

**AFC**

U.S. Army Futures Command

**AHF**

Army Historical Foundation

**AMC**

U.S. Army Materiel Command

**AME**

Army Museum Enterprise

**APSR**

Accountable Property System of Record

**AR**

Army regulation

**ARIMS**

Army Records Information Management System

**ARNG**

Army National Guard

**ARO**

artifact responsible officer

**ASA (ALT)**

Assistant Secretary of the Army (Acquisition, Logistics and Technology)

**ASCC**

Army service component command

**ASL**

Army senior leader

**CCN**

central control number

**CFR**

Code of Federal Regulations

**CG**

commanding general

**CMH**

U.S. Army Center of Military History

**CMP**

Collections Management Plan

**CNGB**

Chief, National Guard Bureau

**CSDP**

Command Supply Discipline Program

**DA Form**

Department of the Army form

**DAC**

Department of the Army Civilian

**DARNG**

Director, Army National Guard

**DCS**

Deputy Chief of Staff

**DD Form**

Department of Defense form

**DLA**

Defense Logistics Agency

**DoD**

Department of Defense

**DoDI**

Department of Defense instruction

**DoDM**

Department of Defense manual

**DPW**

Department of Public Works

**DRU**

direct reporting unit

**DV**

distinguished visitor

**FC**

functional community

**FIC**

found in collection

**GSA**

General Services Administration

**HAZMAT**

hazardous materials

**HMD**

Historic Materiel Division

**HQDA**

Headquarters, Department of the Army

**IMCOM**

Installation Management Command

**IPM**

integrated pest management

**MD**

Museums Directorate

**MDEP**  
management decision package

**MOA**  
memorandum of agreement

**MOU**  
memorandum of understanding

**MSC**  
museum support center

**MSR**  
museum status report

**NAF**  
nonappropriated fund

**NAFI**  
nonappropriated fund instrumentality

**NAGPRA**  
Native American Graves Protection and Repatriation Act

**NMUSA**  
National Museum of the United States Army

**OHM**  
Organizational Heritage Materiel

**ORF**  
official representation funds

**OSHA**  
Occupational Safety and Health Administration

**PBO**  
property book officer

**PO**  
private organization

**POM**  
program objective memorandum

**QAP**  
Quality Assurance Program

**R&D**  
research and development

**RGA**  
revenue generating activity

**RH**  
relative humidity

**RRS–A**  
Records Retention Schedule–Army

**SA/LW**  
small arms/light weapons

**SASO**  
small arms serialization officer

**SECARMY**  
Secretary of the Army

**SOP**

standard operating procedure

**SRM**

sustainment, restoration, and modernization

**TACOM**

U.S. Army Tank-Automotive and Armaments Command

**TDA**

table of distribution and allowances

**TRADOC**

U.S. Army Training and Doctrine Command

**TSF**

training support facility

**UFC**

Unified Facilities Criteria

**USACE**

U.S. Army Corps of Engineers

**USASOC**

U.S. Army Special Operations Command

**USC**

United States Code

**Section II****Terms****Accession**

The formal process of accepting items into the Army artifact collection. An accession is the acquisition of a single item or group of items from one source, under one type of transaction (for example, a gift or transfer), and on one date. An item is considered “accessioned” when a CCN has been assigned in the APSR.

**Accession file**

Documents legal custody, establishes ownership (title), and contains all general information relating to the accession of artifacts and art. These are permanent records and access should be restricted to these records to the extent permitted by law. There is only one accession file per accession.

**Accession number**

A trinomial registration number that consists of the year an accession is received, followed by the order of receipt, and an individual number given to the accession. Each accession number will be preceded by a site code (for example, CMH2017.015.0025). Formerly known as registration number.

**Accountability**

Obligation to properly acquire, maintain, and care for artifacts and art and funds and their corresponding records that document identification data, gains, losses, dues in, dues out, and balances on hand or in use.

**Accountable Property System of Record**

The business system used to account for and maintain accountability of government property; it serves as a subsidiary ledger to the financial system’s general ledger and represents transactions impacting property.

**Accreditation**

A peer-based process of the AAM to validate a museum’s operations and impact.

**Acquisition**

The receipt of property for accession as artifacts.

**Appropriated funds**

Federal dollars requested by the President of the United States to the U.S. Congress for Federal government operation for a fiscal year. The fund request is approved (or denied) by Congress and allotted to the federal agencies upon approval.

**Army activity**

An Army unit, organization, or installation performing a function or mission.

**Army artifact**

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

**Army artifact collection**

A collection of 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. The Army artifact 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.

**Army Museum Enterprise**

A network of museums, TSFs, artifact collections, heritage displays, and MSCs that perform education, training, R&D, preservation, unit heritage activities, and public outreach for the Army.

**Army property**

All property legally belonging to the U.S. Army that was acquired by expenditure of appropriated funds, received as a donation, or otherwise generated in the course of daily functioning, as determined by law.

**Artifact accountable officer**

The person officially appointed in writing by the Executive Director, CMH to maintain a formal set of accounting records for artifacts and art. This person may or may not have physical possession of the artifacts and art for which he or she is accountable. Similar in nature to a PBO.

**Artifact responsible officer**

The person nominated by a commander and officially appointed in writing by the Director, Army Museums to ensure that proper custody and safekeeping are provided for artifacts and art entrusted to their possession and/or stewardship. An ARO is similar in nature to a primary hand receipt holder.

**Artwork**

Artifacts of creative nature in a variety of media intended to influence the viewer's senses through aesthetic or emotional appeal.

**Catalog file**

Formerly known as a historical property jacket. An optional record in a physical folder that holds artifact specific information that is not contained on the catalog record such as research notes or reports, conservation records, appraisals, and exhibit documentation.

**Central control number**

A centrally assigned unique identification number applied to all artifacts and art.

**Collection**

An assortment of artifacts and art in the custody of a particular AME activity.

**Collections Committee**

A panel of Army museum subject matter experts drawn from across the AME.

**Collections Management Plan**

A set of policies that address various aspects of collections management. This plan defines the scope of a museum's collection and how the museum cares for and makes collections available to the public. A CMP also explains the roles of the parties responsible for managing the museum's collection.

**Conservation**

Actions taken toward the long-term preservation of cultural property that include examination, documentation, chemical and/or physical interventional treatment steps, and preventive care that is supported by research and education.



**Demilitarization**

The act of destroying the military offensive or defensive advantages inherent in certain types of equipment or materiel. The term includes mutilation, dumping at sea, scrapping, melting, burning, or alteration designed to prevent the further use of this equipment and materiel for its originally intended military or lethal purpose. This applies equally to materiel in unserviceable or serviceable condition that has been screened through an inventory control point and declared excess or foreign excess.

**Demilitarization, partial**

The act of minimal destruction as sometimes required for security and public safety and per support Life Cycle Management Command.

**Director**

The individual in charge of any AME activity who is responsible for all phases of operations. The director is normally the ARO for the artifacts and artwork, and supervises one or more other staff members of lesser grade.

**Disposition instructions**

The guidance to move artifacts to another location that may or may not be under Army control.

**Donation**

Includes “gifts” and refers to something of value received from a nonfederal source without consideration or exchange of value. A gift of money, real or personal property, services, or construction offered to the Army.

**Educational programs**

Programs other than gallery exhibits used to instruct or provide information to members of the museum’s constituencies, such as lectures, slide presentations, classroom instruction, or living history.

**Emergency Response and Recovery Plan**

The customized document providing specific actions to be taken by Army museum staff in case of an event, regardless of size or scope, that jeopardizes the artifacts. The recovery phase of the plan is put in place upon the installation emergency official’s declaration of safe entrance into affected area by museum staff and museum emergency responders.

**Exhibit plan**

The document that provides both written and graphic plans for the development of an Army museum’s exhibits. This plan includes all permanent, temporary, traveling, and outdoor exhibits.

**Fire suppression system**

An automatic system consisting of devices that apply various extinguishing agents (water, foam, dry and wet chemicals, gas) on a fire without action on the part of people and usually arranged to transmit an alarm to a fire communications center.

**Flag**

A section of fabric of distinctive design used as a symbol or signaling device.

**Guidon**

A unit identification marker authorized for companies, batteries, troops, special units, detachments, and special platoons.

**Hazardous material**

Any material deemed hazardous as defined in 29 CFR 1910 or 49 CFR 172.

**Installation property**

Nondeployable property issued to a unit under authority of a common table of allowances or other HQDA-approved or National Guard Bureau authorization documents, except expendable items and personal clothing.

**Issue**

The process of acquiring items or equipment supplied by the Army.

**Loan, incoming**

The temporary receipt of property from any source outside of the AME.

**Loan, outgoing**

The temporary lending of artifacts to a museum, institution, or agency not under Army control.

**Macro artifact**

Large objects such as, but not limited to, tanks, armored vehicles, aircraft, vehicles, locomotives, and rail cars.

**Material culture**

The physical evidence produced by or for a culture or nation or its people from which an understanding of that culture, nation, or people can be derived.

**Memorandum of agreement**

An MOA is used to document agreements and execute or deliver support with or without reimbursement between any two or more parties. A document of agreement to establish a “conditional agreement” where transfer of funds for services may be anticipated. MOAs do not obligate funds, but establish the terms for future services.

**Memorandum of understanding**

An MOU is used to document a mutual understanding between any two or more parties that does not contain an expectation of payment, and under which the parties do not rely on each other to execute or deliver on any responsibilities. Used to describe broad concepts of mutual understanding, goals, and plans shared by the parties when no transfer of funds for services is anticipated.

**Mission statement**

A short statement of an organization’s purpose, identifying the scope of its operations. It defines the unique identity and purpose and provides a distinct focus for the organization.

**Museum status report**

A quarterly report that embodies the qualitative metrics for each AME activity.

**Museum support property**

Property that museums require to fulfill their mission, such as exhibit cases, exhibit furniture, dioramas, models, museum-quality storage cabinets, shelves, display panels, moveable walls, mounts, and mannequins. These items are not artifacts nor are they considered standard Army equipment as specified in Army equipment requirements and authorization documents.

**Nomenclature**

A system or set of terms used in a discipline for identification (such as military equipment).

**Nonappropriated funds**

According to AR 215–1, NAFs are cash and other assets derived from sources other than Congressional appropriations, primarily the sale of goods and services to DoD personnel and their family members that are used by the NAFI to support or provide authorized programs. NAFs are government funds used for the collective benefit of those who generate them. These funds are separate and apart from funds that are recorded in the books of the Treasurer of the United States.

**Objects of potential historical significance**

Includes locally accounted for items that are maintained by the unit to honor their heritage. These items are not currently accessioned into the Army artifact collection.

**Obsolete combat materiel**

Military equipment, utilized in a primarily combat role that has been phased out of operational use.

**Organizational colors**

A piece of fabric of distinctive design used as a symbol of a specific color-bearing organization.

**Preservation**

The protection of objects through activities that minimize chemical and physical deterioration and damage and that prevent loss of informational context. The primary goal is to prolong the existence of the item.

**Private museum**

A private museum is organized as a private not-for-profit organization or private not-for-profit corporation.

**Private organization**

- a. A self-sustaining, nonfederal entity, incorporated or unincorporated, which is operated on Army/DoD installations with the written consent of the senior commander or higher authority, by individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government or its instrumentalities.
- b. A private, Section 501(c)(3) not-for-profit organization. POs support museums and museum activities to help further the museum’s mission.

**Property book officer**

Official responsible for keeping a register or official records. See “Army Museum Enterprise.”

**Provenance**

Refers to the documented history of creation and ownership of a work of art or artifacts.

**Radioactive materials**

Any material that emits, by spontaneous energy release, in the form of subatomic particles, enough energy to achieve equilibrium.

**Registration**

See “accession.”

**Registration number**

See “accession number.”

**Reproduction**

Re-creations or copies of original artifacts or archival material made for exhibition and interpretation.

**Reproduction of small arms/light weapons**

Any potentially firing reproduction of an SA/LW is considered a weapon for the purposes of the Army artifact collection and will be treated as such (see “small arms/light weapons”).

**Restoration**

Invasive procedures intended to return cultural property to a known or perceived pristine state, often through the addition of nonoriginal material. Reduction of an object’s outer corrosive and original layers to reveal an unexposed, newer layer of original material. A repair or rebuilding process.

**Scope of collections statement**

A document that sets the parameters of an AME activity’s collection to prevent nonmission-related objects from being acquired. The statement outlines, in broad terms, the nature and quantity of artifacts the museum needs to collect to carry out its mission.

**Small arms/light weapons**

Hand guns; shoulder fired-weapons; light automatic weapons up to and including .50 caliber machine guns; recoilless rifles up to and including 106 mm; mortars up to and including 82 mm; rocket launchers, man portable; grenade launchers, rifle and shoulder fired; and individually operated weapons that are portable and or can be fixed without special mounts or firing devices, have potential use in civil disturbances, and are vulnerable to theft. This includes all weapons meeting this criteria regardless of origin, including foreign, commercial, and NAFs as well as antique firearms and weapons seized by DoD law enforcement or investigative organizations and forfeited under the provisions of 10 USC 924, regardless of whether or not the weapons have a national stock number, but not including air guns. Includes arms modified by removing a component to render them inoperable or by semi-permanent alteration by welding so as not to expend a projectile and relic arms.

**Stabilization**

Conservation treatment procedures intended to maintain the integrity of an object and to minimize deterioration.

**Storyline**

A storyline document identifies the subject matter of a proposed exhibition and its organizational structure (chronological, thematic, and so forth).

**Training support facility**

Facilities 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 R&D.

**Treatment**

The deliberate alteration of the chemical and/or physical aspects of an artifact, aimed primarily at prolonging its existence.

**Unit heraldic items**

Includes flags, guidons, and streamers that are associated to a unit.

**UNCLASSIFIED**

**PIN 077187-000**