

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

**AIR FORCE INSTRUCTION 84-103**

**22 MAY 2015**



*History*

**UNITED STATES AIR FORCE  
HERITAGE PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Pages: 102

Supersedes: AFI84-103, 27 October 2004

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This Air Force Instruction (AFI) implements Air Force Policy Directive (AFPD) 84-1, *Historical Information, Property, and Art, 16 September 2005*. It gives requirements for the management of historical property and related museum activities throughout the Air Force (AF). This publication applies to all military and civilian Air Force personnel, members of the Air Force Reserve (AFRC) and Air National Guard (ANG). This instruction requires collecting and maintaining information protected by the *Privacy Act of 1974*, System of Records Notices (SORN) F084 NMUSAF A, *USAF Museum System Volunteer*, and F084 NMUSAF B, *Air Force Museum Artifact Tracking System (AFMATS)*. Direct questions or comments on the contents of this instruction may be made through appropriate command channels to the National Museum of the United States Air Force (USAF), Management Support Division (NMUSAF/MU). Send recommended changes and conflicts between this and other publications, using AF Form 847, *Recommendation for Change of Publication*, to NMUSAF/MU with information copy to Air Force History Office, AF/HO. This publication may be supplemented at any level, but all direct supplements are routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force *Records Disposition Schedule (RDS)* located in the Air Force Records Information Management System (AFRIMS). The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain

of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

**SUMMARY OF CHANGES**

This document is substantially revised throughout and should be completely reviewed. Major changes include: streamlining and clarification of guidance on managing historical property as well as substantial updates to the management of historical property with radioactive material and the management of munitions and firearms; eliminates use of a prescribed form; adds requirement for strategic planning; eliminates field museum certification; adds new guidance on public programs and outreach; adds requirement for background checks on volunteers at heritage activities; adds new guidance on security, safety, and resource protection at heritage activities; updates and clarifies guidance on gift shops and other retail activities for private operations supporting heritage activities; adds new attachment on management of unit memorabilia; updates bibliography on museum operations.

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## Chapter 1

### HERITAGE PROGRAM ACTIVITIES

**1.1. Introduction.** The United States Air Force is fully committed to the preservation of its history, heritage and traditions. The USAF meets this commitment through a well-conceived and carefully managed heritage program.

1.1.1. A heritage activity is any individual museum, heritage center, airpark, or holding where Air Force heritage is preserved and presented. As such, heritage activities form a core part of the infrastructure to recruit, train and sustain the force. They provide education, training and information in the history, heritage, and culture of the armed forces to both military personnel and the public. They provide an essential tool in promoting the esprit de corps required to support the performance of military units. As such, they promote the readiness of the armed forces.

1.1.2. Air Force heritage provides a means of engaging with the cumulative history of the USAF. By recounting events and people through material culture, Air Force heritage enables our nation's military personnel and civilian population to understand better the current problems and concerns.<sup>1</sup> Air Force heritage supports operational and technical needs as well as professional development of personnel, promotes the morale of Air Force personnel, and promotes pride in the Air Force. Stewardship of historical data and items fulfills our statutory responsibilities, informs and educates Air Force personnel and the public on the mission, roles, and functions of the USAF and its contribution to the nation.

1.1.3. An objective of this commitment is to preserve the history of the USAF in a way that produces benefits of significant value to the Air Force and the Nation. Thus, the objectives of the USAF Heritage Program are to:

1.1.3.1. Preserve and protect the history, heritage, and culture of the USAF, its commands, installations, and people through collections, displays, and exhibits that capture historic events, technological development, individuals, and materials.

1.1.3.2. Inspire, motivate, and educate America's youth towards the USAF and Science, Technology, Engineering, and Mathematics (STEM).

1.1.3.3. Interpret and present to the public the USAF's history, heritage, and culture – keeping its story visible, accessible, and alive – and creating a better understanding on which to base future perceptions and support of USAF programs.

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<sup>1</sup> Archeologist Leland Ferguson defines material culture as all "the things that people leave behind....all of the things people make from the physical world--farm tools, ceramics, houses, furniture, toys, buttons, roads, cities." Noted American Studies scholar, Thomas Schlereth, defines material culture *studies* as "...the study through artifacts (and other pertinent historical evidence) of belief systems – the values, ideas, attitudes, and assumptions – of a particular community or society, usually across time. The common assumption underlying material culture research is that objects made or modified by humans, consciously or unconsciously, directly or indirectly, reflect the belief patterns of individuals who made, commissioned, purchased, or used, and, by extension, the belief patterns of the larger society of which they are a part."

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

**1.2. The United States Air Force Heritage Program (USAFHP).** The USAFHP is a function of the Air Force History and Museums Program (AFHMP) and comprises the National Museum of the United States Air Force (NMUSAF) and Air Force field museums (AFFMs), Air Force heritage centers (AFHCs), Air Force historical holdings (AFHHs), and airparks, referred to as *heritage activities*. The USAFHP acquires, cares for and manages all Air Force historical property. It operates under the policy and guidance of the Director, Air Force History and Museums (AF/HO) located in Washington, D.C.

1.2.1. The NMUSAF is located at Wright-Patterson AFB, OH and is assigned as a direct reporting unit (DRU) of Headquarters (HQ) Air Force Materiel Command (AFMC) for logistics and administration. It is delegated by the Secretary of the Air Force (SECAF) to be the service-level authority on the stewardship and accountability of USAFHP property and to provide the broadest interpretation and presentation of USAF history and heritage. NMUSAF is obligated to ensure that heritage activities are meeting stewardship and accountability requirements for the historical property in their custody. As such, it may periodically be required to evaluate heritage activities and advise supporting commanders and Major Command History Offices (MAJCOM/HOs) on the acceptable levels of professional museum standards and practices. NMUSAF provides USAFHP leadership opportunities to identify and intervene to correct potential problem areas before they negatively impact an artifact.

1.2.2. Air Force field museums are appropriated fund entities that showcase a specific aspect of Air Force operations or functions. They are authorized to display artifacts, which includes aerospace vehicles. AFFMs are housed in a building, or part thereof, specifically designated for the exclusive use of the museum. They are open to military and civilian visitors at regularly scheduled hours. AFFMs are staffed by professional museum curators and specialists who perform curatorial functions, training, education, and related historical duties, full-time (see [Figure 1.1, Chapters 3 and 6](#)).

1.2.3. Air Force heritage centers are appropriated fund entities that showcase the history and missions performed at that particular wing, function, or geographic location. They are authorized to display artifacts, which includes aerospace vehicles. AFHCs are housed in a building, or part thereof, specifically designated for the exclusive use of the heritage center. They are open to military and civilian visitors at regularly scheduled hours. Although professionally trained staff is recommended, AFHCs can be managed by a Historical Property Custodian (HPC) and additional staff as determined by the supporting commander. This staff performs limited curatorial functions, training, education and related historical duties. AFHCs are typically smaller in scope and collection than AFFMs (see [Figure 1.1, Chapters 3 and 6](#)).

1.2.4. Air Force historical holdings are collections of historical property under Air Force control displayed in a trophy room, visitors' center, hall of fame, hallway exhibit, or other type of display not recognized by the Air Force as a field museum or a heritage center.

AFHHs are authorized to display artifacts, which includes aerospace vehicles, and could range in size from a few items in one display case, to hundreds of items displayed throughout a facility (e.g. the USAF Academy). An HPC oversees the maintenance and accountability of historical property on display (see [Figure 1.1, Chapters 3 and 6](#)).

1.2.5. Airparks display one or more Air Force-related historical aerospace vehicles (aircraft or missile) and related support equipment on an Air Force installation. Airparks may range in size from a single aerospace vehicle (e.g. a “gate guard” near an installation entrance gate) to multiple vehicles displayed together in a designated area. An on-site HPC oversees the accountability and maintenance of the aerospace vehicles on display (see [Figure 1.1, Chapters 3 and 6](#)).

**Figure 1.1. Comparison of Heritage Activities**

|   | PROFESSIONALLY TRAINED STAFF | DEDICATED FACILITY | STRATEGIC PLAN |
|---|------------------------------|--------------------|----------------|
| NMUSAF  | ●                            | ●                  | ●              |
| Field Museums   | ●                            | ●                  | ●              |
| Heritage Centers  | ◐                            | ◐                  | ●              |
| Historical Holdings                                     | ○                            | ○                  | ●              |
| Airparks  | ○                            | ○                  | ●              |
| ● = required      ◐ = recommended      ○ = not required |                              |                    |                |

**1.3. USAFHP Board of Directors.** On behalf of the SECAF, the USAFHP Board of Directors (Board) provides strategic policy guidance, operational direction and management control to the USAFHP. The Board shapes, reflects and advocates the USAFHP’s values and goals. Board actions are governed by a charter and by-laws voted upon and updated as needed but at a minimum biennially.

#### **1.4. Statutory Authority.**

1.4.1. The USAFHP collection is part of the National Historical Collection of the United States of America. The preservation for public use of historical objects of national significance for the inspiration and benefit of the people of the United States is governed by Title 16 United States Code (USC), Sections (§§)431-433 and 470, as amended. Commanders who acquire, possess or accept historical property obligate the USAF under 16 USC §469-470, et. seq., the National Historic Preservation Act, to preserve and interpret the historical property in the interest of history, the Air Force and the American people.

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

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



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

### **1.5. Specific Responsibilities.**

1.5.1. As part of statutory responsibilities, the SECAF will:

1.5.1.1. Ensure the preservation of historical personal property (16 USC §431-433, et.al.).

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

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

1.5.2. Air Force Assistant Vice Chief of Staff (AF/CVA) will chair the USAFHP Board.

1.5.3. Air Force Logistics (AF/A4) will:

1.5.3.1. Approve exchanges of items, goods and services for NMUSAF valued at more than \$100,000.

1.5.3.2. Delegate authority to approve museum property exchanges for NMUSAF valued at less than \$100,000 to the AFMC Vice Commander (AFMC/CV).

1.5.4. The Director, AF/HO will:

1.5.4.1. Provide strategic vision, policy, and overall guidance for USAFHP.

1.5.4.2. Provide communication and coordination between the SECAF, Air Staff, the USAFHP and the NMUSAF.

1.5.4.3. Serve as Executive Secretary and facilitate USAFHP Board meetings.

1.5.4.4. Provide oversight and management of career development, education and training of USAFHP personnel.

1.5.5. Commander, Air Force Materiel Command (AFMC/CC) will:

1.5.5.1. Control NMUSAF operations. Fund and staff the NMUSAF and help procure materials, equipment and facilities for its mission.

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

1.5.6. The Director, NMUSAF will:

1.5.6.1. Supervise the NMUSAF.

1.5.6.2. Exercise stewardship responsibility on behalf of the SECAF for all Air Force historical property.

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

1.5.6.4. Discharge Air Force responsibilities concerning the loan, exchange, or donation of historical property to non-federal entities (10 USC §2572). Identify historical property

and services to be obtained via exchange. Manage the USAF Exchange Program, the Civilian Museum Loan Program, and the Static Display Loan Program.

1.5.6.5. Interpret and present Air Force history, heritage, and culture.

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

1.5.6.7. Make recommendations to AF/HO and advise on USAFHP strategic planning.

1.5.6.8. Provide the SECAF, Air Staff, AF/HO, and MAJCOMs with professional expertise and advice on the material culture and heritage of the Air Force.

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

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

1.5.7. MAJCOM, DRU, and Forward Operating Agency (FOA) Commanders will:

1.5.7.1. Assure adequate resourcing of heritage activities within their command to meet the statutory requirements outlined in this AFI. (T-1).

1.5.7.2. Ensure effective command oversight of historic property and heritage activities. Where appropriate, establish a command heritage oversight committee, chaired by MAJCOM Vice Commander (MAJCOM/CV), FOA or DRU senior leadership, to monitor heritage activities within the command including the activities of private supporting organizations and their compliance with required Memorandums of Agreement (MOAs) and Memorandums of Understanding (MOUs). (T-1).

1.5.7.3. Use command, FOA, or DRU HO as the functional manager for USAFHP activities. (T-1).

1.5.7.4. Use the Inspector General (IG) process to ensure compliance with this instruction. (T-1).

1.5.7.5. Ensure that heritage activities are used to achieve the objectives of the USAFHP. (T-1).

1.5.8. MAJCOM Historian (MAJCOM/HO) will:

1.5.8.1. Serve as the principal advisor to commanders for all matters relating to USAFHP activities. This authority may be delegated to command curators where applicable.

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

1.5.8.3. Ensure that heritage activities comply with mandatory reporting requirements. This includes but is not limited to the Historical Property Agreement (HPA), attachments and the required five year loan renewal process.

1.5.8.4. Approve strategic plans for each MAJCOM heritage activity not less than biennially (see [Attachment 2](#)).

1.5.8.5. Conduct compliance inspections, in accordance with AFI 90-201, *The Air Force Inspection System*, at subordinate heritage activities.

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

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

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

1.5.9. Supporting Commanders will:

1.5.9.1. Support heritage activities under their command with the resources necessary to satisfy the requirements of this instruction. (T-1).

1.5.9.2. Sign HPAs certifying unit compliance. (T-1)

1.5.9.3. Appoint primary and alternate HPCs to manage each heritage activity on/in their installation, organization, or unit, in writing, and ensure replacement is appointed prior to current HPC departure. (T-1). In the case of heritage centers and AFFMs, staff will serve as the HPC (see [Chapter 3](#) and [paragraph 6.11](#)). (T-1)

1.5.9.4. Process gifts of historical property according to this instruction and AFI 51-601, *Gifts to the Department of the Air Force* (see [paragraph 6.6](#)). (T-1)

1.5.9.5. Ensure private organizations that support heritage activities comply with this instruction and AFI 34-223, *Private Organizations (PO) Program* (see [Chapter 10](#)). (T-1)

1.5.9.6. Encourage units in their command to locate, identify, secure and report, through the MAJCOM/HOs to NMUSAF, items of possible historic value, including during war and military operations other than war (MOOTW).

1.5.9.7. Ensure that heritage activities are used to achieve the objectives of the USAFHP. (T-1)

1.5.9.8. Endorse individual strategic plans for all USAFHP heritage activities under their control not less than biennially, and forward to MAJCOM/HO (see [Attachment 2](#)). (T-2)

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

1.5.10. Air Force Field Museum Directors will:

1.5.10.1. Supervise and conduct field museum operations. (T-1)

1.5.10.2. Account for the historical property on loan to the AFFM by conducting thorough wall-to-wall inventories every five years in accordance with HPA and attachments and more often as circumstances dictate. (T-1)

- 1.5.10.3. Develop and maintain procedures to ensure the control and care for all historical property placed in their custody by the USAFHP. (T-1). This includes identification, collection, preservation, conservation, accessioning, and cataloging.
- 1.5.10.4. Develop and maintain a comprehensive strategic plan for the management of the field museum (see [Attachment 2](#)). (T-1). The AF Field Museum Director will review strategic plans, update as necessary, and submit biennially for review and coordination to supporting commander and MAJCOM/HO for approval. (T-2)
- 1.5.10.5. Prepare and submit an annual budget for inclusion in the installation financial plan. (T-3)
- 1.5.10.6. Create interpretive exhibits in support of the field museum's mission statement. (T-1)
- 1.5.10.7. Develop appropriate education and training programs to support the mission. (T-3)
- 1.5.10.8. Report directly to the command section (commander, vice commander, or director of staff). (T-1)
- 1.5.10.9. Advise and inform the commander on all matters pertaining to the field museum. (T-3)
  - 1.5.10.10. Establish and maintain access to the president of any private organization, council, or similar entity supporting the AFFM and serve as a non-voting member of their governing board(s). (T-3)
  - 1.5.10.11. Maintain visitation records based upon actual counts. (T-1)
  - 1.5.10.12. Keep MAJCOM/HO informed of field museum activities. (T-2)
  - 1.5.10.13. Adhere to the ethics of the museum profession (see [Attachment 3](#)). (T-0).
- 1.5.11. AFHC, AFHH and Airpark HPCs will:
  - 1.5.11.1. Control and care for all historical property on loan to an AFHC, AFHH, or airpark. (T-1). Account for the historical property on loan to the heritage activity by conducting comprehensive wall-to-wall inventories every five years in accordance with HPA and attachments and as circumstances dictate. (T-1)
  - 1.5.11.2. Serve as the organization's point of contact with the MAJCOM/HO or DRU/FOA senior leadership. (T-3)
  - 1.5.11.3. Advise and assist the commander in complying with this instruction.
  - 1.5.11.4. Develop and maintain a strategic plan for the management of the AFHC, AFHH, or airpark (see [Attachment 2](#)). (T-1). AFHC, AFHH, and Airpark HPCs will review strategic plans, update as necessary, and submit biennially for review and coordination to supporting commander and MAJCOM/HO for approval. (T-2)
  - 1.5.11.5. Adhere to the ethics of the museum profession (see [Attachment 3](#)). (T-0).
- 1.5.12. Air Force Field Historians. Historians at wings, centers, DRUs, and FOAs may not serve as AFFM staff or HPCs for AFHCs and airparks. Historians may serve as HPCs for AFHHs without aerospace vehicles. They may conduct research in support of heritage

activities (e.g. Color, Markings, and Insignia packages), assist with exhibit planning, and serve on oversight committees.

1.5.13. Air Force Personnel. All Air Force military and civilian personnel are encouraged to identify and report items of potential historical value. Contact MAJCOM/HOs or NMUSAF with information and suggestions.

1.5.14. Joint Basing.

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

1.5.14.2. An HPC, appointed by the senior Air Force officer of the unit to which the items are on loan, serves as the primary point of contact for matters relating to Air Force historical property on loan to Air Force organizations at joint bases (see [Chapter 3](#) and [paragraph 1.5.12](#)).

1.5.14.3. The joint base's host, lead, or supporting service has primary responsibility for real property and installations management functions that may affect Air Force historical property in accordance with existing MOAs (e.g. snow removal, grass cutting, other grounds or building maintenance issues). Individual Air Force organizations are responsible for coordinating with the host, lead, or supporting service on any design, construction, and/or maintenance of real property components to ensure the safe and proper display of historical property (e.g. cement pads or pylons for static display aircraft, facilities for museums, heritage centers or historical holdings). Where the Air Force is the lead service, the Air Force organizations must specify via MOA individual service real property and installations management functions required to support this AFI with the supporting commander of the heritage activity host wing. (T-2)

## Chapter 2

### ESTABLISHING USAFHP ACTIVITIES

**2.1. Application.** Establishing an USAFHP activity obligates current and future commanders with an ongoing responsibility for resources. The application process has as its purpose promoting long range planning and instilling a clear understanding of the resources required to operate a USAFHP activity according to professional museum standards.

**2.2. Air Force Field Museum (AFFM).** Supporting commanders submit requests to establish an AFFM through the MAJCOM/HO, MAJCOM/CC, and NMUSAF to AF/HO for approval. DRUs and FOAs submit requests through NMUSAF to AF/HO. Requests will include:

2.2.1. The AFFM's name and the installation at which it should be located.

2.2.2. The AFFM's mission statement.

2.2.3. The AFFM's scope of collection statement.

2.2.4. A comprehensive strategic plan for the management of the AFFM (see [Attachment 2](#)).

2.2.5. The nature and extent of interest or support that is pledged or that can be reasonably expected from non-military agencies or organizations.

2.2.6. The type, size, suitability and location of the building or area that is proposed to house the AFFM (should be on installation property). Include an evaluation of the environmental factors that could affect preservation of artifacts (e.g. temperature and humidity, light exposure, vermin control). If an existing building is proposed, provide current interior and exterior photographs along with architectural concepts and costs of any proposed renovations to include intrusion detection system (IDS), climate controls, additional security, and lighting requirements.

2.2.7. A staffing plan to include the proposed number, grade(s), and position descriptions of civilian and military staff, position authorization numbers for the professional GS-1015/1016 positions, the number and grades of other persons to perform AFFM work, and an organizational chart reflecting the AFFM's location within the parent organization.

2.2.8. The point of contact (POC) on the supporting commander's staff designated to supervise the AFFM.

2.2.9. Estimated date of the AFFM's official opening.

2.2.10. Proposed hours of operation and public access.

2.2.11. If a private supporting organization has been formed, copies of the articles of incorporation, by-laws, Internal Revenue Service (IRS) determination under the provisions of IRS Code 501(c)(3), current financial statement, and MOUs (see [Chapter 10](#)).

**2.3. Air Force Heritage Center (AFHC).** Supporting commanders send requests to establish an AFHC through the MAJCOM/HO, MAJCOM/CC and NMUSAF to AF/HO for approval. DRUs and FOAs submit requests through NMUSAF to AF/HO. Requests will include:

2.3.1. The AFHC's name and the installation at which it is located.

- 2.3.2. The AFHC's mission statement.
- 2.3.3. The AFHC's scope of collection statement.
- 2.3.4. A comprehensive strategic plan for the management of the AFHC (see [Attachment 2](#)).
- 2.3.5. The AFHC's potential audience.
- 2.3.6. The proposed location of the AFHC (should be on installation property). Include specific details about the type, size, suitability, and location of the building or area to be used as the heritage center. Include an evaluation of the environmental factors that could affect preservation of artifacts (e.g. temperature and humidity, light exposure, vermin control). If an existing building is to be used, provide current interior and exterior photographs along with architectural concepts and costs of any renovations.
- 2.3.7. A staffing plan to include position descriptions of civilian and military staff, and name, grade and position title of the person designated as the HPC of the AFHC, who is responsible for the development, accountability, and operation of the center.
- 2.3.8. Estimated date of the AFHC's official opening.
- 2.3.9. Proposed hours of operation and public access.
- 2.3.10. If a private supporting organization has been formed, copies of the articles of incorporation, by-laws, IRS 501(c)(3) determination, current financial statement and MOUs (see [Chapter 10](#)).

**2.4. Air Force Historical Holding (AFHH).** Supporting commanders send requests to establish an AFHH to the MAJCOM/HO for approval in coordination with the NMUSAF and AF/HO. DRUs and FOAs submit requests through NMUSAF to AF/HO for approval. Requests will include:

- 2.4.1. The organization and installation at which the AFHH is located.
- 2.4.2. The AFHH's mission statement.
- 2.4.3. The AFHH's scope of collection statement.
- 2.4.4. A comprehensive strategic plan for the management of the AFHH (see [Attachment 2](#)).
- 2.4.5. The proposed location(s) of the exhibit(s) (should be on installation property).
- 2.4.6. A letter from the supporting commander appointing the HPC. Include the HPC's name, grade, position title, mailing address, DSN telephone number, commercial telephone number, and e-mail address.
- 2.4.7. If a private supporting organization has been formed, copies of the articles of incorporation, by-laws, IRS 501(c)(3) determination, current financial statements, and MOUs (see [Chapter 10](#)).

**2.5. Airpark.** Requests to establish an airpark originate with the supporting commander and are forwarded through the MAJCOM/HO and NMUSAF to AF/HO for approval. DRUs and FOAs submit requests through NMUSAF to AF/HO. Requests will include:

- 2.5.1. The installation at which the airpark is located.

2.5.2. The airpark's mission statement.

2.5.3. The airpark's scope of collection statement.

2.5.4. A comprehensive strategic plan for the management of the airpark (see [Attachment 2](#)).

2.5.5. A letter from the commander appointing the HPC. Include the HPC's name, grade, position title, mailing address, DSN telephone number, commercial telephone number, and e-mail address.

2.5.6. The proposed location of the airpark (should be on installation property) with specific, detailed plans including methods of display for each aerospace vehicle (see [paragraph 6.5](#)).

2.5.7. If a private supporting organization has been formed, copies of the articles of incorporation, by-laws, IRS 501(c)(3) determination, current financial statements, and MOUs (see [Chapter 10](#)).



## Chapter 3

### STAFFING USAFHP ACTIVITIES

**3.1. Professional Qualities.** Supporting commanders will staff all USAFHP activities at a level that provides artifact accountability, security, and preservation and ensures a high level of professionalism and quality of operation. (T-1). All personnel with USAFHP duties must adhere to the code of ethics in this instruction (see [Attachment 3](#)). (T-1).

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

3.2.1. NMUSAF Director, a Senior Executive Service (SES) position.

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

3.2.3. Civilian specialists and technicians employed full-time on curatorial related matters in the GS-1015 or -1016 series.

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

**3.3. Air Force Field Museum (AFFM).**

3.3.1. Staff the AFFM to meet its mission requirements.

3.3.1.1. AFFM directors are civilian employees occupying a professional museum position at a grade level appropriate to the heritage activity. The director performs the traditional duties of a curator in smaller AFFMs.

3.3.1.2. Museum specialists are civilian employees working full time on curatorial and other AFFM-related matters.

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

3.3.1.4. Field historians are prohibited from serving as staff for AFFMs.

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

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

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

#### **3.4. Air Force Heritage Center (AFHC).**

3.4.1. Staff the AFHC to meet its mission. Staffing is limited to DoD civilians and military personnel and meets a level that provides accountability and security to the artifacts and ensures that the AFHC effectively supports the organizational mission. Air Force field historians are prohibited from serving as HPCs for an AFHC. Contract personnel may not serve as HPCs. If contractors serve a support function, HPC responsibilities fall to the Air Force employee with oversight of the contractors. Coordinate proposed staffing changes with MAJCOM/HO.

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

3.4.3. Supporting commanders may augment permanent staff by detailing/assigning additional civilian employees or military personnel to the AFHC.

#### **3.5. Air Force Historical Holding (AFHH).**

3.5.1. Supporting commanders will appoint an HPC to ensure compliance with this instruction and with the HPA, and to act as caretakers for historical holdings. (T-0). HPCs must be DoD civilian or military personnel. (T-0). Unit historians may serve as HPCs for AFHHs, but only those without aerospace vehicles. Contract personnel may not serve as HPCs. If contractors serve a support function, the Air Force employee will be responsible for HPC responsibilities with oversight of the contractors. (T-1)

3.5.2. Supporting commanders may assign civilian employees or military personnel to part-time or additional duty with the AFHH, depending on its size, mission, and services.

#### **3.6. Airpark.**

3.6.1. Supporting commanders will appoint an HPC to ensure compliance with this instruction and the HPA and to oversee the activities of supporting personnel and volunteers. (T-0). HPCs must be DoD civilian or military personnel. Unit historians are prohibited from serving as HPCs for airparks. Contract personnel may not serve as HPCs. (T-0). If contractors serve a support function, the Air Force employee will be responsible for HPC responsibilities with oversight of the contractors. (T-1)

3.6.2. Military or civilian personnel, including volunteers, with appropriate experience may perform aircraft maintenance and/or preservation work. In accordance with DoDI 1100.21, volunteers may not replace or displace paid employees or military personnel.

#### **3.7. Volunteers.**

3.7.1. Use of volunteers in the USAFHP, in accordance with 10 USC §1588, is authorized for all heritage activities, and governed by DoDI 1100.21.

- 3.7.1.1. Supervisors must manage and supervise volunteers in accordance with DoDI 1100.21. (T-0)
- 3.7.1.2. Volunteers may not replace or displace paid staff. The status of volunteers while performing services is set forth in DoDI 1100.21.
- 3.7.2. Volunteer programs, if established, are coordinated by the AFFM director, HPC or a designated representative.
- 3.7.3. Volunteer program coordinator will develop position descriptions for each volunteer assignment in the heritage activity and use these to effectively target recruitment and locate qualified volunteers. (T-3)
- 3.7.4. Volunteer application procedures and background check requirements:
- 3.7.4.1. Each prospective volunteer must complete an AF Form 3569, *USAFHP Volunteer Application*, prior to assuming any duties in the museum. (T-3). Information collected is maintained in accordance with AFI 33-332, *Air Force Privacy Program*.
- 3.7.4.2. Each volunteer must complete and sign a DD Form 2793, *Volunteer Agreement for Appropriated Fund Activities or Non-appropriated Fund Instrumentalities*, acknowledging their service as non-compensated. (T-0)
- 3.7.4.3. Each volunteer must sign a statement authorizing and consenting to reference checks and a criminal records investigation. (T-3). Heritage activities will then conduct a local files check for all prospective volunteers using the AF Form 2583, *Request for Personnel Security Action*. (T-1). Those who decline to sign an authorization and consent statement are not eligible to serve as volunteers with USAFHP heritage activities. In addition, volunteers who work unsupervised in any capacity with children under the age of 18 must adhere to specific requirements regarding background investigations as per DoDI 1402.5, *Criminal History Background Checks on Individuals in Child Care Services*. (T-0). Any sensitive information collected is maintained in accordance with AFI 33-332. Heritage activities may also utilize a commercially available background screening service; contact installation volunteer coordinator or the Volunteer Program Manager at NMUSAF for current information.
- 3.7.5. The volunteer program coordinator will conduct a timely volunteer orientation for each new volunteer. (T-3). This orientation should include an introduction to museum policies, routine operating procedures, emergency disaster preparedness plans, performance standards, ethics, position descriptions, and assignments. Upon successful completion and acceptance into the formal program, the volunteer program coordinator will select and assign qualified volunteers to specific duties within heritage activities. (T-3)
- 3.7.6. In accordance with DoDI 1100.21, heritage activities must maintain records on the number of hours volunteers work, the jobs they perform, and any training they receive. (T-0). Heritage activities may use AF Form 3570, *USAF Museum System Volunteer Data Card*, to account for hours or an electronic database developed and maintained locally. Consult local information technology staff before purchasing or installing any database software to insure compatibility with Air Force standard systems.
- 3.7.7. While generally no compensation is provided to volunteers, POs supporting heritage activities may use their funds to reimburse volunteers for legitimate operational expenses.

The volunteer program administrator must first approve reimbursement in accordance with existing MOUs. (T-3). Care should be taken to document and receipt such expenses. Examples of reimbursable expenses include but are not limited to: program supplies, tools or equipment rental, event or activity fees, or registrations.

3.7.8. Heritage activities or their POs are permitted and encouraged to recognize volunteer service through special events and programs. Providing volunteers distinctive clothing, insignia, or other such recognition of volunteer service is also encouraged.

3.7.9. Volunteers may be assigned to administrative and clerical jobs, or to facilitate the public by serving as tour guides, historical interpreters, and receptionists at the discretion of the director and with supervision by qualified heritage activity staff or HPC.

3.7.10. Career-experienced volunteers may be assigned to perform limited exhibit, collection management, and aerospace vehicle restoration duties under the direction and supervision of qualified heritage activity staff. Specialized training (e.g. safety or security) is administered as needed by supervising heritage activity staff.

3.7.11. A volunteer may be involuntarily separated from the program at the discretion of the director or supervising HPC for any reason consistent with DoDI 1100.21.

3.7.12. Volunteers with a USAFHP heritage activity may also serve as volunteers for the PO associated with that heritage activity, provided volunteer duties are clearly defined and separated, and approved by both the heritage activity and the PO.

3.7.13. USAFHP volunteers will comply with ethics statement (see [Attachment 3](#)). (T-0).

## Chapter 4

### FUNDING USAFHP ACTIVITIES

**4.1. Standards.** Appropriate funding is needed to ensure heritage activities are presented in a professional manner and reflect accurately and favorably on the Air Force. Allocation of funds to heritage activities should be tied directly to their mission and scope of collection statements. Supporting commanders will be responsible for all costs associated with acquiring, preparing for display, maintaining and, when appropriate, disposing of USAFHP artifacts to include aerospace vehicles at heritage activities for which they support. (T-1) Supporting commanders, heritage activities, and private supporting organizations are prohibited from incurring expense to restore, display, or maintain artifacts, to include aerospace vehicles, that are not USAFHP accountable property (see [paragraph 6.2](#)), or items on loan to civilian organizations. Exceptions to this are incoming loans or pending acquisitions approved by the MAJCOM/HO.

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

- 4.2.1. Providing and maintaining facilities, grounds and public parking areas.
- 4.2.2. Providing utilities, telephone service, including Defense Switched Network (DSN) and Class A service, and Local Area Network (LAN) connectivity.
- 4.2.3. Providing approved computer access (to include internet and a military domain e-mail address) via a Common Access Card (CAC) and networked government computer workstations capable of supporting Air Force Museum Artifacts Tracking System (AFMATS) software.
- 4.2.4. Preserving historical artifacts through measures such as adequate climate controls and museum-unique supplies to maintain display standards ([See Chapter 7](#)), address effects of improper display or storage, and/or to ensure long-term integrity of the artifact.
- 4.2.5. Providing funding for display or exhibit cases, panels, museum furniture, special lights, computer software, signage, storage cabinets, mannequins, and other special furnishings and equipment.
- 4.2.6. Ensuring the protection of grounds, buildings, and historical collections as part of the installation's overall official security plan. This includes, where required, the installation of fire alarm or suppression systems, and IDS.
- 4.2.7. Accurately identifying and interpreting each vehicle with descriptive plaques.
- 4.2.8. Transporting historical artifacts and related supplies and equipment.
- 4.2.9. Preparing aircraft display areas (e.g. concrete pads, tie-downs, display stands, lighting, and landscaping).
- 4.2.10. Providing funding and technical assistance for continued maintenance and/or preservation of aerospace vehicles.
- 4.2.11. Providing handicapped access features and accommodations.
- 4.2.12. Funding participation in off-base historical activities that support the heritage activity.

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

**4.3. Appropriated Funds for New Construction.** Use of appropriated funds for new construction is governed by AFI 65-601, Volume 1, *Budget Guidance and Procedures*.

## Chapter 5

### RESTRUCTURE OR CLOSURE OF USAFHP ACTIVITIES

**5.1. Rationale.** The restructure or closure of a heritage activity may occur for several reasons, including natural disasters, contingency operations, professional deficiencies, loss of interest and/or support. This includes temporary and permanent closures as well as changes in the category of a heritage activity.

**5.2. Temporary Closures.** The initiating authority coordinates via written or electronic correspondence all temporary closures with the supporting commander, through MAJCOM/HO, NMUSAF, and AF/HO. The supporting commander is the final approving authority for all temporary closures. Correspondence includes:

5.2.1. Reason(s) for the temporary closing.

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

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

5.2.4. Location of the historical property, whether it meets the requirements for security and conservation and the HPC responsible for the historical property during the inactive period.

**5.3. Permanent Closures.** The Air Force considers any closure of more than 180 consecutive calendar days to be permanent. All decisions regarding permanent closure are in consultation with NMUSAF and the MAJCOM/HO.

5.3.1. The initiating authority coordinates via written or electronic correspondence all permanent closures with the supporting commander, through MAJCOM/HO, NMUSAF, and AF/HO. Correspondence includes:

5.3.1.1. Reason(s) for the permanent closing.

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

5.3.1.3. Appointment of an HPC responsible for the control and care of historical property. Include the HPC's contact information. The HPC receives disposition instructions and coordinates the shipment of the historical property.

5.3.2. The HPC, in coordination with the supporting commander and MAJCOM/HO, will first close the activity to the public. (T-2). Once closed to the public, the HPC will bring accessioning and cataloging up to date. (T-1)

5.3.3. The HPC, MAJCOM/HO, and NMUSAF Collection Management Division (NMUSAF/MUC) will conduct a joint inventory and resolve all historical property accountability issues before the supporting commander officially closes the activity. (T-1)

5.3.4. The NMUSAF will provide instructions for the disposition of historical property on loan to the activity being closed. Heritage activities will not dispose of any historical property until these instructions have been received. (T-1). All disposition of historical property (final accountability, shipping, loans to other organizations) is accomplished prior to the closure of the heritage activity.

5.3.5. The supporting commander sponsoring the closing heritage activity will bear all expenses for closure, including the joint inventory, packing, shipping, transportation, and temporary duty (TDY) travel. (T-1)

**5.4. Restructuring USAFHP activities.** Supporting commanders or MAJCOM/HOs may recommend that a heritage activity within the command be restructured in size, scope, mission, staff, or collections, or changed to another category of heritage activity.

5.4.1. Restructuring actions are coordinated with all interested parties (i.e. MAJCOM/HO, NMUSAF, supporting commander, PO).

5.4.2. The supporting commander, in coordination with the MAJCOM/HO, will determine the appropriate category of heritage activity and direct the development of a strategic plan as outlined in [Attachment 2](#). (T-1). The plan includes a projected timeline for restructure and completion of all required actions and outlines the historical property disposition plan, if appropriate.

5.4.3. The NMUSAF, in coordination with the MAJCOM/HO, provides instructions for disposition of historical property made excess by restructuring or for which stewardship can no longer be provided. Heritage activities undergoing restructure will not dispose of any artifacts until these instructions have been received. (T-1). Disposition of historical property (final accountability, shipping, loans to other organizations) is accomplished prior to the restructure of the heritage activity.

5.4.4. The AFFM Director or HPC will bring accessioning and cataloging up to date, provide final inventory list to MAJCOM/HO, and work with NMUSAF to resolve property accountability issues. (T-1)

5.4.5. The AFFM Director or HPC, MAJCOM/HO and NMUSAF must conduct a final joint inventory before a heritage activity is officially restructured. (T-1)

5.4.6. The supporting commander sponsoring the heritage activity's restructure appoints, in writing, an HPC to be responsible for all historical property. This HPC receives disposition instructions and coordinates the shipment of the historical property. The supporting commander will furnish the MAJCOM/HO and NMUSAF/MUC with the HPC's contact information. (T-1)

5.4.7. The supporting commander sponsoring the heritage activity's restructure bears all expenses including but not limited to the joint inventory, packing, shipping, transportation, and all associated TDY travel. See [paragraph 6.13](#) for guidance on costs associated with relocating aerospace vehicles.

**5.5. Upgrading a Heritage Activity.** Upgrading an existing heritage activity conveys on current and future commanders an ongoing responsibility for additional resources and support. Consider this responsibility in any application for such an upgrade. Requests for upgrade are treated as an application to establish a new heritage activity and the administrative process is the same. See [Chapter 2](#) for application requirements.

**5.6. Base Realignment and Closure (BRAC).**

5.6.1. NMUSAF manages disposition and reutilization of USAF historical property at BRAC sites. The NMUSAF must approve, after coordination with associated MAJCOM/HO, any traded, transferred, loaned, or donated historical property at BRAC sites,



as they are not to be considered the personal property of the sponsoring installation, base, or unit, or any individual or private group.

#### 5.6.2. Disposition of historical property.

5.6.2.1. The NMUSAF Director has authority to identify any historical property, including aerospace vehicles, and direct its disposition in coordination with the installation's drawdown plans and funding. Priority is given to requirements of the USAFHP.

5.6.2.2. Second priority is given to requests for historical property from other services (Army, Navy, Marine Corps, Coast Guard) or other federal organizations or agencies (National Park Service, National Archives, etc.).

5.6.2.3. In accordance with procedures established in DoD 4165.66-M, *Base Development and Realignment Manual*, the USAFHP is exempt from rules pertaining to personal property. Only after determination by the NMUSAF will USAF historical property from BRAC sites be made available to the local community to support civilian heritage activities and initiatives. Such activities are qualified in accordance with 10 USC §2572 and undergo formal certification with NMUSAF prior to receiving any historical property (see [Chapter 12](#)).

#### 5.6.3. Disposition planning.

5.6.3.1. NMUSAF/MUC is the focal point for disposition planning. NMUSAF/MUC will work with the appropriate HPC and MAJCOM/HO and Air Force Real Property Agency point of contact to develop disposition plans and lists for historical property, and distribute to relevant organizations.

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

#### 5.6.4. Actions.

5.6.4.1. The supporting commander appoints, in writing, an HPC to be responsible for the historical property remaining on-site, to receive disposition instructions and coordinate the shipment of historical property. The commander will furnish the MAJCOM/HO and NMUSAF/MUC with the HPC's contact information. (T-1)

5.6.4.2. MAJCOM/HO will identify any items of unreported or unidentified historical property and report findings to NMUSAF/MUC. NMUSAF will determine if any of the items will be accessioned as USAF historical property and take the required actions.

5.6.4.3. The HPC will bring accessioning and cataloging up to date. (T-1)

5.6.4.4. The HPC, MAJCOM/HO, and NMUSAF will conduct a joint inventory and resolve all property accountability issues. (T-1)

5.6.4.5. NMUSAF/MUC will identify all property to be returned to meet NMUSAF requirements.

5.6.4.6. MAJCOM/HO will execute the disposition plan. NMUSAF coordinates the relocation of aerospace vehicles.

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

5.6.4.8. The Air Force Civil Engineer Center, Installations Directorate (AFCEC/CI), in coordination with MAJCOM/HO, NMUSAF, and the local redevelopment authority, will identify and prioritize items of interest to civilian organizations which may be made available after all other requirements are satisfied. (T-1). The Air Force Real Property Agency will distribute information about USAF civilian loan programs (see paragraph [5.6.2.3](#) and [Chapter 12](#)). (T-1).

5.6.5. Funding. The MAJCOM to which the BRAC site belongs bears all expenses for closure actions including preparation (e.g. demilitarization, engine removal, bio-environmental remediation, safety and egress certification) of aerospace vehicles to be conveyed to other heritage activities, the joint inventory, packing, shipping, and transportation of historical property, and TDY travel.

## Chapter 6

### MANAGING USAFHP PROPERTY

**6.1. Scope.** A commander who maintains a heritage activity acquires an obligation under the law (16 USC §433-435, 469, 470 et seq.) to preserve and interpret those collections in the interest of history, the Air Force, and the American people. Doing so preserves the material culture of the Air Force and enhances the educational and operational value of USAFHP activities. USAFHP property requires a life cycle of care from initial evaluation, to acquisition and custody, through disposition. Thus all acquisitions obligate not only the current commander but future commanders as well.

6.1.1. Initial evaluation is determining whether historical property meets an activity's strategic plan.

6.1.2. Acquisition is limited to items that are used for display or for broader USAFHP collection needs.

6.1.3. Custody entails the accountability, stewardship, care and preservation of historical property.

6.1.4. Disposition is accomplished within the limits of this AFI.

**6.2. Categories of USAFHP Property.** There are seven categories of USAFHP property. All items accepted into the USAFHP are placed into one of these property categories at the time of acquisition and accounted for in accordance with specific requirements. Accountability, custodial, and administrative responsibilities vary according to category.

6.2.1. Historical Property.

6.2.1.1. The historical property category constitutes the most significant portion of the USAFHP collection. Generally, historical property determinations are based on an item's association with a person, event or place; its traditional association with an Air Force organization; its significance as a representative example of military equipment; or because it represents a significant technological contribution to military science or equipment. Items considered for the historical property category should be carefully evaluated against one or more of the above criteria.

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

6.2.1.3. Control and accountability of historical property is maintained centrally by the NMUSAF and made available to field heritage activities by loan.

6.2.1.4. Heritage activities may consult the NMUSAF's Data Dictionary for specific examples of historical property.

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

6.2.2. Historical Reference Material. Items in this category are often, but not exclusively, paper based and include photographic and printed material used for support of exhibits and educational programming in heritage activities (e.g. diaries, scrapbooks, loose photographs, technical manuals). Historical reference material may also include film, negatives, audio/visual material as well as electronic resources such as compact discs (CDs) and digital versatile discs (DVDs). Items in this category are accounted for locally through inventories and finding aids to provide a means for assuring individual object accountability and identification. Local inventories and finding aids should utilize a numbering system distinct from that used to accession historical property. Apply numbers in soft pencil to individual reference material items and affix permanent numbers to folders or containers. Provide copy of local inventories and finding aids to MAJCOM/HO. However, not all paper based items are historical reference material. Some, based on their significance, are historical property and are accessioned as such (see [paragraph 6.2.1.1](#)). These items include currency (including “short snorters”), autographed items of potential historical significance, propaganda leaflets, significant cultural or religious documents, pilot identification cards and log books. Items such as diaries or scrapbooks could be either historical reference material or historical property depending on their significance.

#### 6.2.3. Heraldic Property.

6.2.3.1. Includes the organizational flags of color-bearing establishments in accordance with AFI 84-105, *Organizational Lineage, Honors and Heraldry*. Title to colors, standards, and guidons of demobilized organizations of the Air Force remains in the United States (10 USC §9565(b)). Such flags, guidons and related streamers are inherently historical and, upon retirement, are sent to NMUSAF/MUC for conservation and storage. Duplicate sets need not be retained.

6.2.3.2. For Air National Guard heraldic property, 10 USC §9565 provides that the Governor of the State may request the return and retention of retired unit colors, flags and guidons. Returned items are preserved and displayed in accordance with professional standards and published practice (see [Chapter 7](#)) and are to be accounted for as federal property. The Governor (Adjutant General) may determine the accountability method, such as an active loan account with NMUSAF/MUC as per this instruction, or held in a Guard museum federal historical property account under Army Regulation (AR) 870-20 and United States Property and Fiscal Office (USPFO) oversight.

6.2.4. Restoration Support Items (RSI). Items in this category are strictly limited to aircraft parts and alternate mission equipment (missile rails, pylons, canopies, etc.) needed for aerospace vehicle restoration as identified in the heritage activity’s strategic plan. RSI does not include bench stock (i.e. rivets, screws, nuts, bolts, safety wire, screen material). RSI material is accounted for locally but heritage activities must maintain accurate inventories and finding aids to provide a means for assuring individual object accountability and identification. (T-1). Use a numbering system distinct from that used to accession historical property (see [paragraph 6.14](#)). Provide copy of local inventories and finding aids to MAJCOM/HO. Heritage activities will screen all RSI for radioactive material (See [Chapter 9](#)). (T-1)

6.2.5. Museum Support Articles (MSA). This category includes generic apparel and insignia, reproductions, and models that may be used in cases or dioramas and are not

accessioned historical artifacts. They may, however, be items of significant monetary value. Retain receipts for any items purchased to denote source of acquisition and to distinguish from historical property. Account for MSA through local inventories and finding aids to provide a means for assuring individual object accountability and identification. Use a numbering system distinct from that used to accession historical property. Heritage activities will provide copy of local inventories and finding aids to MAJCOM/HO. (T-2)

6.2.6. Educational Support Items (ESI). This category includes generic apparel, insignia and hardware items used in educational programs. No weapons or radioactive items may be included in this category. Items may be designated ESI in one of two ways: 1) at the time of initial acquisition or 2) via deaccession and re-categorization of existing historical property.

6.2.6.1. Initial acquisitions of ESI. Heritage activities are authorized to accept donations within the guidelines of AFI 51-601, or make purchases or transfers specifically for use as ESI.

6.2.6.1.1. Document all donations of ESI by annotating the original, signed AF Form 3571, *USAF Heritage Program Proffer of Gift Agreement*, to reflect that the item(s) donated are utilized as ESI. Heritage activities will ensure the donor is aware of and understands the intended use of items as ESI. (T-1)

6.2.6.1.2. Document all purchases of ESI with the original receipt attached to a memorandum signed by director or curator detailing intended use. Heritage activities will retain documentation for as long as the item is in the ESI collection. (T-1)

6.2.6.1.3. Document all transfers of ESI with a memorandum signed by the director or curator detailing intended use. Heritage activities will attach signed memorandum to any paperwork associated with the transfers of ESI (e.g. Defense Department (DD) Form 1149, *Requisition and Invoice/Shipping Document*, and DD Form 1348-1A, *Issue Release/Receipt Document*). (T-1)

6.2.6.2. ESI from existing historical property. Items already accessioned as historical property may be re-designated as ESI. Once identified, the HPC recommends to the MAJCOM/HO that the historical property be deaccessioned to the ESI collection.

6.2.6.2.1. The HPC will send an image, a one-paragraph justification statement and a copy of the original AF Form 3582, *USAF Heritage Program Accession Worksheet*, to the MAJCOM/HO for review. (T-2)

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

6.2.6.3. Account for ESI through local inventories and finding aids using a numbering system distinct from that used to accession historical property. Items are permanently marked with a local ESI accountability number. The HPC will provide copy of local inventories and finding aids to MAJCOM/HO. (T-2)

6.2.6.4. ESI is only disposed of through Defense Logistics Agency (DLA) Disposition Services. ESI cannot be donated, sold, exchanged, or otherwise disposed of. If the items

were formerly historical property, the HPC will maintain all disposition paperwork in the item's original accession file. (T-1). The HPC will retain disposal paperwork for ESI purchased, donated, or transferred. (T-1)

6.2.6.5. HPCs will ensure that appropriate sanitation and health safeguards are in place if educational support apparel items are to be used by museum visitors (e.g. "please touch" items or flight helmet/uniform demonstrations as a part of education programs). (T-1)

6.2.7. Unit memorabilia. NMUSAF provides security and long-term storage for significant retired memorabilia. This category includes emblems, insignia, patches, trophies, plaques, awards, and other small mementos of significance to a specific unit or establishment. It does *not* include historical property as addressed in **paragraph 6.2.1**. Memorabilia may also include photographs (with captions, names, dates and other identification) of significant events, equipment, facilities, commanders, mascots and so on.

6.2.7.1. An inactivating organization forwards items in **one** box, sized appropriately, not to exceed measurements of 43"x 31¾" x 20½" and weighing no more than 75 pounds when full. **Include an inventory of all items in the box and forward a copy to MAJCOM/HO.** (The inactivating organization will be responsible for shipping charges.) (T-3). The box may be constructed in-house of any material (wood, metal, plastic, triple wall cardboard) but is stackable and has a minimum load capacity of 75 pounds. If purchasing, refer to General Services Administration (GSA) supply catalog for examples, ([www.gsaglobalsupply.gsa.gov](http://www.gsaglobalsupply.gsa.gov)) to review products or request a catalog.

6.2.7.2. Consult NMUSAF/MUC with questions regarding sending smaller amounts where a box is not appropriate, materials for retention and for correct shipping address (See **Attachment 6**).

6.2.7.3. The organization will send a request through MAJCOM/HO, including a fund cite, to NMUSAF/MUC for return of the items, upon reactivation or transfer of its lineage to another organization. (T-2).

**6.3. Acquiring Historical Property.** Acquisition of historical property into the USAFHP is accomplished via donations, purchase, exchange, incoming loans and transfers. Acquiring historical property by any means is contingent on meeting all of the following criteria:

6.3.1. Items are identified for an exhibit or purpose as outlined in an approved strategic plan.

6.3.2. Acquisition request has been approved by MAJCOM/HO. DRUs and FOAs contact NMUSAF/MUC directly.

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

**6.4. Requesting Existing Historical Property from NMUSAF.** The NMUSAF is the central repository for historical property and loans items to heritage activities. Such loans allow for a broader exhibition of historical resources. The heritage activity will ensure requests for historical property reflect their current strategic plan. (T-2).

6.4.1. HPCs submit requests for loans of historical property via written or electronic correspondence through the MAJCOM/HO to NMUSAF/MUC. DRUs and FOAs submit requests directly to NMUSAF. The following is included:

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

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

6.4.1.3. A statement acknowledging that the heritage activity will fund the loaned historical property's transport, display and long term maintenance and upkeep. (T-1).

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

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

6.4.3. For new loan accounts, the supporting commander signs the initial HPA and returns a copy through MAJCOM/HO to NMUSAF/MUC. (See [Chapter 2](#) to establish a new heritage activity.)

6.4.4. NMUSAF/MUC ships the approved items with a DD Form 1149, *Requisition and Invoice/Shipping Document*. When the shipment arrives, the gaining organization's HPC will physically inventory all items and signs and returns one copy of the DD Form 1149. (T-1)

6.4.5. Historical property requested from NMUSAF is loaned to heritage activities for display purposes only and should be on exhibit within six months of receipt.

## **6.5. Requesting Aerospace Vehicles.**

6.5.1. Requests for aerospace vehicles are submitted via written or electronic correspondence, signed by the supporting commander and coordinated through the MAJCOM/HO to NMUSAF/MUC. DRUs and FOAs submit requests directly to NMUSAF. The following is included:

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

6.5.1.2. If applicable, the unit to which the airframe is/was assigned and years of assignment.

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

6.5.1.4. An analysis of both initial and long-term costs associated with acquiring and caring for the vehicle. This includes but is not limited to rough order of magnitude (ROM) costs associated with taking on the loan of aircraft (safeing, engine removal, disassembly, movement, re-assembly, exhibit needs [pad, blocks, plinths, etc.], initial maintenance, demilitarization), ongoing maintenance (painting, washing, landscaping), and the vehicle's long-term maintenance (20+ years).

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

6.5.2. The MAJCOM/HO forwards the request package to NMUSAF/MUC with its recommendation. If approved, NMUSAF/MUC adds it to the master aerospace vehicle request list and notifies the heritage activity of its status. NMUSAF/MUC maintains the master request list by M/D/S showing the requesting heritage activity and date of request.



Depending on availability of the requested aerospace vehicle, the amount of time between initial request and delivery can be substantial. NMUSAF/MUC solicits updates to the master request list from MAJCOM/HOs and reviews periodically.

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

6.5.4. Losing Organization Preference (LOP). Requests for aerospace vehicles currently serving with the requesting organization receive priority. Consideration is also given to organizations who request retired aerospace vehicles previously assigned to that organization, provided the requesting organization submits documentation (by serial number) of previous ownership.

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

6.5.6. Heritage activities will forward all original aircraft operational records (AFTO Forms 781 series, *Arms Aircrew/Mission Flight Data Document*, AFTO Form 95, *Significant Historical Data*) to NMUSAF/MUC upon delivery of the aerospace vehicle. (T-1). Activities that wish to retain operational records must request a waiver from MUC. (T-1)

6.5.7. Only NMUSAF has the authority to directly contact Excess Aircraft Disposition (AF/A8PB) and AFMC System Program Offices (SPOs) on the availability and disposition of excess aerospace vehicles. In accordance with AFI 16-402, *Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination*, AF/A8PB may reallocate aerospace vehicles to the USAFHP that exceed the Air Force operational inventory, Ground Instructional Training Asset (GITA), or other requirements.

**6.6. Donations.** Donations accepted into the USAFHP are done so in accordance with AFI 51-601, *Gifts to the Department of the Air Force* and this instruction. Supporting commanders may designate in writing a subordinate authority, such as a HPC, to sign or act in the commander's name within the limits established by the commander and AFI 51-601. All donations are made to the USAF, not to a specific heritage activity. The commander or the commander's designated subordinate authority will sign AF Form 3571, *USAF Museum System Proffer of Gift Agreement*, when processing all donations, regardless of property category. (T-1)

6.6.1. All donations should fit the heritage activity's scope of collection and strategic plan and have prior, written approval from MAJCOM/HO in coordination with NMUSAF (see [paragraph 6.3](#)). DRU and FOA leadership will determine the level of approval within their organization. (T-1). Heritage activities will forward a list and digital images of all items to be considered for donation, within 7 days, to MAJCOM/HOs for coordination with NMUSAF.



(T-1). When considering a donation, if not immediately declined due to scope, condition, relevant provenance, etc., heritage activities will issue a temporary receipt (AF Form 1297, *Temporary Issue Receipt*) to the donor, to maintain accountability during the interim period, pending MAJCOM/HO approval. (T-1). Inform donor that the potential donation first undergoes approval before formal acceptance. Do not accept donations that come with limiting conditions or high maintenance costs. Heritage activities will not accept donations that incur some explicit or implicit responsibility (for example, an agreement to display or exhibit, or to retain at one specific location). (T-1)

6.6.2. Acknowledge all approved donations in writing. Keep the signed original AF Form 3571 in the item's accession folder. Heritage activities will provide the donor a copy and forwards a copy to NMUSAF/MUC. (T-1)

6.6.3. AFI 51-601 and professional museum ethics prohibit heritage activities from assigning a value to a donation for donor tax purposes. Activities may, however, assign a monetary value to the item to determine the proper level of authority required for acceptance in accordance with AFI 51-601 and to determine the level of security required (see [Chapter 8](#)). These values are for internal purposes only, and not to be used by donors for tax purposes.

6.6.4. Heritage activities must refuse donations that fall outside its scope of collection and mission statement or are not relevant to its current strategic plan. (T-1). However, if items offered are of obvious military historical significance, refer donors of such materials to the MAJCOM/HO or to the NMUSAF Senior Curator.

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

6.6.6. The Air Force does not authorize acquisition of historical property by an individual acting as a surrogate or the operation of a separate holding account for historical property. However, a heritage activity's PO is authorized to acquire historical property for the activity in accordance with AFI 34-223 and this instruction and donate as appropriate (see [paragraph 10.2.5.2](#)).

6.6.7. Heritage activities PO will process gifts of personal papers or other historical documents not related to exhibits according to AFI 84-101, *Historical Products, Services and Requirements*. (T-1)

6.6.8. MAJCOM/HOs will notify NMUSAF/MUC when significant artifacts are received within their commands (see [paragraph 8.1.4](#)).

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

6.7.1. Transfers. According to this instruction and AFMAN 23-110, *USAF Supply Manual*, heritage activities may transfer items on organizational equipment accounts (Custodian Authorization/Custody Receipt Listing, CA/CRL) to the USAFHP as historical property for display purposes at no cost. The requesting activity sends a DD Form 1348-1A, *Issue Release/Receive Document*, or a DD Form 1149, *Requisition and Invoice/Shipping Document*, with the National Stock Number (NSN), nomenclature, other identifying information and the organization's point of contact to NMUSAF/MUC.

6.7.1.1. Some transfers may require the use of a Department of Defense Activity Address Code (DODAAC). This is a six position code that uniquely identifies a unit, activity, or organization that has the authority to requisition and/or receive material. All heritage activities except NMUSAF use the DODAAC assigned to their parent organization in all supply system transactions. NMUSAF maintains its own DODAAC. Contact MAJCOM/HO for appropriate DODAAC or see DODAAC website at <https://dodaac.wpafb.af.mil/>.

6.7.1.2. For programs with Program Protection (PPP), obtain written confirmation from the Program Manager that the platform or item being accepted into the NMUSAF inventory does not (or no longer) contains critical program information and critical components. Reference DoDI 5200.39, *Critical Program Information (CPI) Protection within the Department of Defense*, DoDI 5200.44: *Protection of Mission Critical Functions to Achieve Trusted Systems and Networks (TSN)*, and AFPAM 63-113, *Program Protection Planning for Life Cycle Management*, for more information.

6.7.2. Incoming Loans. Incoming loans are defined as non-USAFHP property accepted for loan from individuals or organizations other than NMUSAF. Acceptance of incoming loans obligates the U.S. Air Force to private individuals, groups or other government agencies. Accepting/displaying artifacts on incoming loan without proper documentation is prohibited as it can expose the Air Force to potential legal action concerning their loss or damage. Such loans should only be considered under extraordinary circumstances for specialized short-term exhibit purposes. MAJCOM/HO or DRU/FOA leadership must approve incoming loans in writing prior to acceptance/receipt. (T-1). Normally, incoming loans may be for no longer than one year. MAJCOM/HO must re-approve those extending beyond one year.

6.7.2.1. Use AF Form 3572, *USAF Heritage Program Loan Agreement*, to document incoming loans. This form may be locally reproduced. Heritage activities will provide the lender with a copy of the form. (T-1)

6.7.3. Withdrawals from DLA Disposition Services. In accordance with a HQ Defense Reutilization and Marketing Service moratorium message 021321Z October 1995 regarding issues to all military service museums, all USAFHP, including NMUSAF, are prohibited from withdrawing items from DLA Disposition Services. The only exceptions to this moratorium are for items in a limited number of stock classes relating to housekeeping and facility maintenance. See <https://www.dispositionservices.dla.mil> for more information.

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

6.8.1. Except where noted at paragraph **6.8.6**, historical property cannot be loaned to support non-museum events. These include social occasions, parades, reenactments, retirements and

change of command ceremonies. Heritage activities will not use historical property merely to decorate or furnish offices, clubs, recreation centers or similar facilities. (T-1)

#### 6.8.2. Access to loaned aerospace vehicles.

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

6.8.2.2. MAJCOM/HO or DRU/FOA leadership and NMUSAF must approve in writing requests for **one time internal access** to loaned aerospace vehicles (e.g. veterans or their family members, legitimate commercial media outlets); these requests are to be arranged in advance and considered on a case by case basis. (T-1). Heritage activities that receive such requests should first consult aerospace vehicles records and determine if any radioactive or other hazardous material is present in or on the vehicle. If present, the request **is not** approved without further coordination with installation radiation safety officer (RSO), and/or bioenvironmental engineering office, MAJCOM/HO and NMUSAF. If such material is **not** present the request for internal access may be approved after coordination with MAJCOM/HO and NMUSAF. Heritage activities must provide appropriate personnel and equipment to ensure safety and security of anyone accessing aerospace vehicles. (T-1). Heritage activities will maintain written approvals in aerospace vehicle files. (T-1)

6.8.2.3. Requests for a waiver to accommodate regular or permanent public viewing and or access to aerospace vehicles' interior may be granted on a case by case basis by NMUSAF. Heritage activities must submit waiver requests in advance to NMUSAF consisting of a detailed plan showing proposed controlled public entry and addressing potential visitor safety and security issues. (T-1). Waiver requests are coordinated with MAJCOM/HO and then submitted to NMUSAF for review and approval by its Collections Committee. Approved waivers are valid for four years and then are renewed. Written approvals should be retained in aerospace vehicle files.

6.8.3. Personal or casual photography or video taping of historical property by visitors to heritage activities is authorized. Local media requests are handled through base, installation, or organization's Public Affairs Offices. Specific guidance can be addressed to NMUSAF Public Affairs Division (NMUSAF/MUP). NMUSAF/MUP is the appropriate media release authority for USAFHP property. As such the use of historical property in any manner for commercial (non-Government) still photography, motion picture, television or video production is prohibited without prior written approval. Requests for approvals are submitted ahead of time in writing to NMUSAF/MUP. If granted, heritage activities coordinate approved requests through their appropriate Public Affairs Office and notify MAJCOM/HO.

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

museum at its expense for display rather than losing it from the National Historical Collection.)

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

6.8.6. While not encouraged, NMUSAF loaned aerospace vehicles may be temporarily relocated on base under the following conditions:

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

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

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

6.8.6.4. Appropriate TO-2 procedures are followed and appropriate, serviceable tow bars and tugs are used. Affirm that qualified personnel perform aerospace vehicle movement and be present at the event.

6.8.6.5. Loaned aerospace vehicles may be towed across improved surfaces only.

6.8.6.6. Any temporary re-location of loaned aerospace vehicles is to a site on the active installation (off-base requests are not authorized).

6.8.7. Only the NMUSAF may loan historical property to Air Force, DoD and other Federal organizations, foreign governmental or military museums for static display purposes. Heritage activities are prohibited from making third-party loans of historical property. Only the NMUSAF will loan historical property for static display purposes to domestic civilian, non-Federal, nonprofit, educational museums, cities, counties or municipalities or veterans' organizations that meet the requirements of 10 USC §2572 and DoD 4160.21-M, *Defense Materiel Disposition Manual* (see [Chapter 12](#)).

6.8.8. Recall of historical property. The NMUSAF Director may deem it necessary and appropriate to recall historical property from heritage activities for reasons such as conservation, preservation or security with the concurrence of the USAFHP Board of Directors.

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

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

6.9.1.1. Accession Register. The register is a bound, hardcopy, written list of acquisitions, entered by number in a volume (preferably archival quality paper) in indelible ink. Entries in the accession register include the accession number, date of acceptance, donor name and address or contact information, type of acquisition, a brief description of the items, who accepted the property on behalf of the USAFHP, and the number of items in the acquisition. The accession register serves as the source document for the next available accession number. Retain all volumes for as long as the historical property account exists. Heritage activities will forward all registers to NMUSAF/MUC when account is closed. (T-1)

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

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

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

6.9.1.3. Current HPA and inventory provided by NMUSAF/MUC.

6.9.1.4. Heritage activities with aerospace vehicles will maintain separate vehicle files organized by M/D/S or accession number. (T-1). These folders contain the following additional collections management accountability documents in addition to those noted above:

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

6.9.1.4.2. Radiation survey and swipe forms (AF Form 3583, *USAF Heritage Program Static Display Aerospace Vehicle/Component Radiation Survey Log*, and AF Form 3584, *USAF Museum Aerospace Vehicle Static display/Component Radiation Swipe Log*). Please note, as of the publication of this guidance use of AF Form 3584 has been rescinded and it is now obsolete. AF Form 3584s that document *previous* swipe analyses collected *prior* to the date of this publication should be retained.

6.9.1.4.3. Certificates for demilitarization, safety and EOD inert verification (using templates found in DoD 4160.28-M-V3, *Defense Demilitarization: Program Administration*).

6.9.1.4.4. AF Form 3581, *USAF Heritage Program Aerospace Vehicle Static Display Maintenance Log*. Use this form to record all inspections, maintenance, repair, and other actions. Such actions include painting, washing, RSI and historical property installation or removals, part removals, weapons uploads, repair, and bird and weather proofing. Individuals performing such work must legibly print and sign their names on the form. (T-3)

6.9.1.4.5. Colors, Markings, and Insignia (CMI) packages (if applicable).

6.9.1.4.6. All related correspondence.

6.9.1.4.7. Maintain aircraft files for as long as the heritage activity possesses the aerospace vehicle. Heritage activities will transfer the file with the aerospace vehicle or retire it to NMUSAF/MUC if the aircraft is disposed of. (T-1)

#### 6.9.2. New acquisitions

6.9.2.1. All historical property in the custody of a heritage activity is accessioned. Establish accountability of newly acquired historical property within 24 hours of receipt by adding items to the heritage activity's accession register (see [paragraph 6.9.1.1](#)). Tag artifacts with their accession numbers until they are permanently marked. Heritage activities will store uncataloged artifacts separately from the remainder of the collection. (T-1)

6.9.2.2. Heritage activities will complete an AF Form 3571 for all donated historical property (see [paragraph 6.6](#)). (T-1)

6.9.2.3. Catalog each new approved acquisition within 45 working days using AF Form 3582 which constitutes the primary record of all historical property. All historical property is screened for radioactive material prior to cataloging. This can also be accomplished by printing out the completed AFMATS accession record which duplicates the information found on AF Form 3582. Detailed instructions for completing AF Form 3582 are available by request from NMUSAF/MUC.

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

6.9.2.5. Report cataloged acquisitions to NMUSAF/MUC within 45 working days via web based AFMATS database (see [paragraph 6.10.3](#)). If the heritage activity does not have an AFMATS account, submit AF Form 3582 to the MAJCOM/HO for AFMATS input. Send informational copies to NMUSAF/MUC, and include copies of AF Form 3582, AF Form 3571 or other transfer documents (DD Form 1149 or DD Form 1348 for example). Provide EOD inert certifications for munitions and safety certificate (AF Form 3580, *USAF Heritage Program Aerospace Vehicle Static Display Egress and Safety Certificate*) for aerospace vehicles. Include radiation safety forms (Radiation Screening Checklist or AF Forms 3583 and 3584). Include digital images of new acquisitions in standard format (see [paragraph 6.10.1.3](#)).

**6.10. Inventory Reporting and Control.** Proper stewardship of USAFHP collections includes regular and comprehensive inventories of all historical property. In accordance with RCS: HAF-HO(A) 8801, *Inventory Report*, NMUSAF/MUC must account for and report all USAFHP historical property every five years. For historical property on loan to heritage activities, NMUSAF/MUC sends out the Report of Historical Property (inventory) and a “Points of Contact” list to each MAJCOM/HO, DRU, or FOA no later than 1 February of the appropriate year. MAJCOM/HOs will in turn ensure that the HPCs of their individual heritage activities will



accomplish an item by item inventory of all historical property. MAJCOM/HOs will reply to NMUSAF/MUC with completed inventories no later than 1 May of the same year. FOAs and DRUs submit completed inventories to NMUSAF/MUC directly. Failure to comply may result in recall of property and account closure.

6.10.1. To accomplish inventories, heritage activities will:

6.10.1.1. Conduct a comprehensive, wall-to-wall inventory of all historical property (in storage and on exhibit) assigned to the account. Physically inspect each item and verify nomenclature and accession number against the inventory listing provided by NMUSAF/MUC. Heritage activities will document discrepancies such as items missing, damaged, or deteriorating via a Memo for Record to include a brief explanation and recommended corrective action submitted with the inventory. (T-1). Annotate on the inventory any historical property excess to current needs. Retain a copy of the completed inventory for records. (See [paragraph 6.12](#) for guidance on historical property confirmed to be lost, damaged or destroyed.) Prior to submission, heritage activities will review the “Points of Contact” list sent with their inventory and annotate changes, corrections, etc. as needed. (T-1). If a new HPC has been assigned, his/her appointment letter, signed by the supporting commander, is included (see [paragraph 6.11](#)).

6.10.1.2. List any historical property on exhibit or in storage received from sources other than NMUSAF that does not appear on the inventory in a Memo for Record and submit with inventory and retain a copy. (T-1). Provide completed AF Form 3582, digital images, AF Form 3571 (if appropriate) and all other accountability paperwork that accompanied the property. These items are accessioned and added to the loan inventory.

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

6.10.2. HPCs sign the inventory lists certifying that all historical property has been physically inventoried and accounted for and any discrepancies noted (see [paragraph 6.12](#) for guidance on lost or damaged historical property). Completed inventory packages include the signed and certified inventory list (see [paragraph 6.10](#)), Memos for Record listing inventory discrepancies, an updated HPC “Point of Contact” list, one copy of the HPA signed by the supporting commander or vice commander, and digital images of all historical property on the loan inventory.

6.10.3. Air Force Museum Artifact Tracking System (AFMATS). AFMATS is the central accounting and management program for Air Force historical property and is administered by NMUSAF/MUC and NMUSAF’s Information Technology office.

6.10.3.1. Heritage activities access AFMATS via a web based system to report new acquisitions of historical property (see [paragraph 6.2.1](#)) and maintain proper accountability.

6.10.3.2. All MAJCOM/HOs and heritage activities with inventories of 300 items or more are required to establish accounts and use AFMATS. (T-1). Activities with fewer than 300 items may use AFMATS, but are not required to do so. Activities that do not use AFMATS will report items of historical property to MAJCOM/HO, who will be responsible for ensuring that items are reported using AFMATS to NMUSAF/MUC. (T-1)

**6.11. Change in Historical Property Custodian.** The supporting commander will appoint the primary and alternate HPC (AFFM Directors may appoint alternate HPCs). (T-1). This ensures a chain of custody is always maintained for property on loan to heritage activities. The supporting commander will:

6.11.1. Advise the MAJCOM/HO in writing immediately of any changes. (T-1). MAJCOM/HOs will forward notification and letter appointing new HPC (including name, grade, e-mail and mailing address, DSN and commercial phone number) to NMUSAF/MUC.

6.11.2. Direct the incoming and outgoing HPC to conduct a joint inventory, *after* NMUSAF/MUC or MAJCOM/HO sends the current inventory to the organization. (T-1). The incoming HPC signs the inventory list certifying that all historical property was physically inventoried and accounted for. The supporting commander will report any discrepancies through MAJCOM/HO to NMUSAF/MUC (see [paragraph 6.12](#) for guidance on lost or damaged property). (T-1)

**6.12. Lost and Damaged Historical Property.** If historical property is suspected to be or confirmed as lost, damaged or destroyed, the responsible HPC must notify MAJCOM/HO or DRU/FOA leadership and NMUSAF/MUC in writing within 1 working day. (T-1). If NMUSAF deems it necessary, MAJCOM/HO or DRU/FOA leadership will request that the commander of the installation on which the subject heritage activity is located initiate a DD Form 200, *Financial Liability Investigation of Property Loss* in accordance with AFMAN 23-220, *Reports of Survey for Air Force Property*. (T-1)

6.12.1. The Air Force does not relieve an organization of accountability for the historical property until it has completed this or subsequent investigations and made a finding on the disposition of the property. The surveying officer provides copies of all Reports of Survey through MAJCOM/HO to NMUSAF/MUC. NMUSAF will initiate deaccession action where applicable.

6.12.2. If a Report of Survey is not required NMUSAF/MUC will initiate the deaccession action. Upon completion MUC will provide a copy of the inventory adjustment voucher to the heritage activity, clearing the activity of accountability for the item.

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

6.12.4. In the event that an item previously determined to be lost or stolen is located, contact NMUSAF/MUC for reinstatement.



### 6.13. Movement.

6.13.1. Movement of historical property, which includes aerospace vehicles, between heritage activities requires approval by MAJCOM/HO and NMUSAF. Relocation of aerospace vehicles within the confines of the existing installation is approved by MAJCOM/HO.

6.13.1.1. The gaining organization is responsible for safely moving historical property and bears relevant expenses as per the HPA. NMUSAF/MUC will supply the loan documents and AF Forms 3580 and 3583.

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

6.13.1.3. The gaining organization funds but the losing organization is responsible for ensuring the proper packaging of the artifacts for movement. The losing organization will use a packing mode compatible with the composition of the item being shipped. (T-2)

6.13.1.4. Do not relocate aerospace vehicles without prior written approval by NMUSAF/MUC. The gaining organization will assume accountability for mishaps and oversees security of the load, road clearances, qualifications of the drivers, special licenses and permits and all other considerations. (T-2)

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

6.13.1.6. Air Force policy prohibits the flight of USAFHP aircraft.

6.13.2. Acceptance of aerospace vehicles coming from the active inventory (AF/A8PB) or other DoD or government organizations.

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

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

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

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

6.13.2.4.1. Complete AF Form 3580. (T-1).

6.13.2.4.2. Complete certification for demilitarization, safety and EOD inert verification (using templates found in DoD 4160.28-M-V3). (T-0)

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

6.13.2.4.4. Ensure all documentation is completed by a certified technician and sent to NMUSAF/MUC and MAJCOM/HO. (T-0)

6.13.2.5. Once flight-delivered to a display site, aerospace vehicles on loan are for static display only and additional flights are not authorized.

6.13.2.6. The NMUSAF does not accept accountability for a new acquisition from the active inventory, other governmental agencies, or an exchange agreement until the delivery flight has safely landed, shut down, and chocked at the display location. The organization sponsoring the display location will be responsible for ensuring all safety, egress, demilitarization actions and engine removal (unless needed for integral support or aesthetic appeal) are accomplished. (T-1)

**6.14. Managing Restoration Support Items (RSI) Management.** RSI is material for restoration, repair, or preservation of historical property and does not include bench stock (see [paragraph 6.2.4](#)). RSI is government property and is controlled.

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

6.14.1.1. Heritage activities coordinate RSI requirements with the MAJCOM/HO and NMUSAF.

6.14.1.2. Heritage activities will not accumulate, stockpile, or retain RSI in excess of requirements. (T-1)

6.14.2. Heritage activities may obtain RSI through procurement channels, or, after coordination with MAJCOM/HO, may submit a Military Standard Requisitioning and Issue Procedures (MILSTRIP) request for restoration or repair purposes to the NMUSAF. Provide the following information:

6.14.2.1. M/D/S, serial number and accession number of the historical property on which the part or parts will be installed.

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

6.14.2.3. TO reference including:

6.14.2.3.1. TO number.

6.14.2.3.2. Figure number in TO that shows the part.

6.14.2.3.3. Index number of the part.

6.14.2.3.4. Complete nomenclature of the part.

6.14.2.3.5. Quantity requested.

6.14.2.4. Shipping information including:

6.14.2.4.1. DODAAC number of the requesting heritage activity.

6.14.2.4.2. "Ship To" and "Mark For" addresses.

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

6.14.3. Heritage activities keep accurate records of each item with an identifying RSI sequence number, its nomenclature, quantity, application and location. Maintain and provide copy of local inventories and finding aids to MAJCOM/HO.

6.14.4. Heritage activities identify excess restoration project items for disposition, in coordination with MAJCOM/HO and NMUSAF. This includes RSI and part or parts being replaced by RSI.

6.14.5. Heritage activities accomplish disposition in accordance with Federal statutes and implementing DoD and USAFHP disposition guidance. With the exception of NMUSAF (see paragraph 1.5.6.4), heritage activities are prohibited from direct dispositions (loan, donation, transfer, and exchange) of RSI or restoration project items to individuals, organizations, or entities outside the USAFHP. Heritage activities forward disposition requests via the MAJCOM/HO to NMUSAF for action.

**6.15. Aircraft Parts Removals.** Parts required on Air Force “save lists” are authorized for removal when aerospace vehicles are transferred to NMUSAF. NMUSAF will approve on a case-by-case basis any subsequent parts removals from USAF static display aerospace vehicles. *NOTE:* Aircraft destined for NMUSAF are subject to limited reclamation actions. Parts cannot be reclaimed from NMUSAF aerospace vehicles if doing so detracts from the vehicle’s display appearance. If urgent requirements necessitate removal of such an item, SPO and inventory management personnel attempt to obtain a like replacement (i.e. condemned asset, fabricated item).

6.15.1. On a case-by-case basis, NMUSAF considers supporting requests for Mission Impaired Capability Awaiting Parts (MICAP) if all other sources have been exhausted. Requests are submitted to NMUSAF who will validate each one with the appropriate SPO. NMUSAF should be considered a last source for needed parts.

6.15.2. NMUSAF will forward MICAP requests to HQ AFMC/A4LM for review and recommendation. Such requests contain detailed documentation of SPO efforts to obtain the required assets from the supply system or Aerospace Marketing and Regeneration Group (AMARG) and the reasons those actions were not successful.

6.15.3. Removals from USAF static display aircraft for use on active, operational aircraft, are processed through standard supply channels to ensure visibility of the demand and appropriate reimbursements. SPO and inventory management personnel will work with NMUSAF to replace any parts removed from an aerospace vehicle to support a MICAP request with a like item, if the display appearance of the vehicle is impacted. (T-1)

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

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

**6.16. Disposing of Historical Property.** Each HPC notifies the MAJCOM/HO of any historical property excess to its needs. DRUs and FOAs contact the NMUSAF for disposition guidance.

6.16.1. MAJCOM/HOs, in coordination with NMUSAF/MUC, may authorize the transfer of historical property to other heritage activities within their command. Historical property determined to be excess to the command is reported to NMUSAF/MUC for reallocation to other heritage activities, use in the USAF Civilian Museum Loan Program, USAF Static Display Program, NMUSAF Exchange Program, or other approved disposition. Based on these requirements, the NMUSAF will issue a disposition plan to cover these alternatives. The losing organization will bear all associated cost for historical property that is not going to be reallocated and will be disposed of through DLA Disposition Services. (T-1)

6.16.2. Historical property determined to be excess to needs will not be (a) given, sold or traded away; (b) returned to donors if it has been accepted as a donation and accessioned as historical property; (c) transferred to civilian organizations; or (d) transferred to other heritage activities without prior approval of NMUSAF and MAJCOM/HOs.

6.16.3. NMUSAF will be responsible for preparing all transfer documents. The HPC will be responsible for preparing all turn-in documents for historical property being disposed of through DLA Disposition Services. (T-1). HPC will provide copies of all turn-in documents (listing each item individually with accession number) to NMUSAF. (T-1)

6.16.4. If a heritage activities has declared excess any historical property which must be returned to NMUSAF, it will bear all expenses associated with moving, reclaiming, and/or demilitarizing the property. (T-1)

6.16.5. Abandoned or unclaimed privately owned property. Heritage activities must exercise due diligence when encountering abandoned or unclaimed property. (T-1). This may occur when a potential donation without documentation is discovered at the activity. A conscientious effort is made to find the owner (or heirs, next of kin, or legal representative of the owner) in accordance with DoD 7000.14R, Volume 11A Chapter 5, *DoD Financial Management Regulation*.

6.16.5.1. Should a USAFHP activity determine the property is wanted for the historical collection, it must conduct a documented search for donor information, to the maximum extent practicable, not later than seven days after the date on which the property came into its custody or control. (T-1). This search period may not exceed 45 days. If the donor cannot be located, accession the property, noting its source of acquisition as "Found on Base".

6.16.5.2. Should a USAFHP activity determine the property is unwanted, items may be turned over to installation security forces in accordance with AFD 31-1, *Integrated Defense*, DoD 4160.21-M and AFI 31-206, *Security Forces Investigations Program*.

## **6.17. Archaeological Materials.**

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

6.17.2. Archaeological materials and specimens are not USAFHP property. Heritage activities should decline donations of such material as most fall outside the activity's mission

and scope of collections. Such items may be displayed at heritage activities if relevant, appropriate, and detailed in a current exhibit plan. Account for these items as an incoming loan (see [paragraph 6.7.2](#)). No USAFHP activity will be established for the primary purpose of displaying and caring for archaeological materials and specimens. (T-1)

**6.18. National Register of Historic Places.** Historical property on the National Register includes the physical remains of prehistoric or historic districts, sites, buildings, structures or objects significant in American history, architecture, archeology, engineering or culture. USAFHP property is not to be nominated for inclusion on the National Register. For guidance on the criteria used to designate and protect National Register properties, consult AFI 32-7065 or Air Force Asset Management Directorate (AF/A7AM).

## Chapter 7

### CONSERVATION AND DISPLAY STANDARDS

**7.1. Conserving Artifacts.** A heritage activity's artifact collection is its most important component and that which identifies and defines it. Acquiring historical property (all artifacts, including aerospace vehicles) through loan or donation obligates an activity with its care and stewardship. As such, ensuring the *physical* care, preservation, and conservation of that historical property is of paramount importance.

7.1.1. Heritage activities are prohibited from using any artifact accessioned as historical property to serve its original function, no matter how sound its condition. Consumptive use of artifacts is prohibited, including but not limited to, wearing historical clothing or flying, operating, or firing any artifact. Except as noted in [paragraph 6.8.2](#), the public is prohibited from accessing the interior of loaned aircraft (cockpit, cargo areas, etc.) to ensure preservation of the aerospace vehicle and the safety of visitors.

7.1.2. Protect all historical property from agents of deterioration whether on exhibit or in storage. These include: vermin, mold, mildew, mechanical stress, dust, pollution, vandalism, excessive heat and humidity, and prolonged exposure to ultra-violet (U/V) and infrared as well as visible light extremes. Thoroughly check all incoming textiles for signs of mold, mildew or vermin infestation prior to introduction to the existing collection.

7.1.3. Preserve museum objects and prolong their usefulness to the study of material culture by maintaining artifacts in normal museum conditions. Normal museum conditions are considered to be a stable environment that is free from repeated daily and seasonal extreme changes of temperature, humidity, and light. Heritage activities with artifacts on exhibit or in storage should strive to maintain a constant temperature of 67 degrees and relative humidity of 47 percent, with no more than a 5 degree temperature or 5 percent humidity variation. Regularly monitor environmental conditions in all areas. Inability to control temperature and humidity may necessitate the removal of items that are negatively impacted by climate fluctuations.

7.1.4. Use reasonable care to protect rare and historically significant examples of aerospace vehicles and support equipment from the weather and changing climates. Do not display aerospace vehicles of predominantly wood and fabric construction outside.

7.1.5. Protect delicate original fabrics, finishes, and materials from deterioration by following generally accepted museum conservation standards found in *The Care of Antiques and Historical Collections* by A. Bruce MacLeish, published by the American Association for State and Local History, 1717 Church Street, Nashville TN 37203-2991. Protect photographic negatives, prints, audio/visual materials and electronic resources such as CDs and DVDs following generally accepted archival preservation methods and standards found in *Preserving Archives and Manuscripts* by Mary Lynn Ritzenthaler, published by The Society of American Archivists, 2010. Refer artifact conservation matters to the NMUSAF Conservator, NMUSAF/MUC and archival conservation matters to NMUSAF Manuscript Curators, NMUSAF/MUA who assists in determining appropriate action.

7.1.6. Protect archived photographic prints in chemically inert polypropylene, polyethylene, or polyester (Mylar) archival sleeves. Protect negatives in protective archival safe, acid-free,

non-buffered paper sleeves. Wear white cotton gloves (*without* non-slip grips) when handling un-sleeved photographs, negatives, and transparencies. Apply numbers in soft pencil to individual reference material items and affix permanent numbers to folders or containers.

7.1.7. Create a Collection Management Disaster Contingency Plan that outlines both the prevention of and response to disasters involving historical property (see [paragraph 8.3.4.3](#)).

7.1.8. Collections storage.

7.1.8.1. Ensure collection storage areas are locked and accessible only to essential staff or volunteers.

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

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

7.1.8.4. Raise bottom shelves of open-shelf collection storage units far enough off the floor to minimize damage if flooding should occur (at least 4 inches is generally recommended).

## **7.2. Handling and Displaying Artifacts.**

7.2.1. Within reason, display all artifacts in cases.

7.2.2. Wear white cotton gloves (vinyl, un-powdered latex or nitrile may be substituted) when handling artifacts. Wear white cotton gloves *without* non-slip grips when handling silver.

7.2.3. Use museum-safe materials to construct exhibit furnishings. Such materials prevent contact between artifacts and hostile surfaces or between artifacts of dissimilar materials (see [Attachment 4](#)).

7.2.4. Mount artifacts in such a way as to prevent movement, damage, or theft. Do not use materials or methods of mounting that stress, damage, or in any manner alter the artifact being displayed.

7.2.5. Do not put screws, nails, pins, single- or double-sided tape, or other adhesives in direct contact with any artifact (i.e. nailing or stapling a flag or guidon to a display case backing; scotch taping a photograph or documentary artifact to display case backing). Do not use aquarium cement, which emits acetic acid during curing time.

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

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

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

7.2.9. Include, at a minimum, identification labels for historical property on exhibit. Include longer, more comprehensive interpretive labels in exhibits according to the exhibit script. See [Attachment 4](#) for specific label design requirements.

**7.3. Restoration and Maintenance of Aerospace Vehicles and Support Equipment.** Proper restoration and routine maintenance ensures aerospace vehicles and related equipment are safe and properly configured to accurately reflect USAF history, heritage and traditions. To the greatest extent possible, these functions are accomplished on a preplanned scheduled basis. Planning provides the most effective and efficient use of people, facilities and equipment, reduces unscheduled maintenance, and allows for progressive actions toward displaying vehicles and equipment for the long term.

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

7.3.2. Schedule periodic inspections and maintenance to assist in the preservation of aerospace vehicles and related equipment. Reapplication of colors, markings and insignia (CMI) packages on vehicles displayed outdoors should be accomplished on a recommended 5 year interval or units may use a scoring system in accordance with AFI 20-114, *Air and Space Equipment Structural Management*. Accomplish cleaning and related treatments more frequently if conditions warrant.

7.3.2.1. Heritage activities will establish corrosion prevention and control programs if they are responsible for maintenance of aerospace vehicles and related equipment as required by AFI 20-114. (T-1). The type of program depends upon the environment to which the aerospace vehicle is exposed. Vehicles and equipment displayed outdoors may be exposed to industrial gases, salts, rain or mud. An effective corrosion prevention and control program includes thorough cleaning, inspections, and preservation.

7.3.2.2. Check for corrosion damage and integrity of protective finishes during all scheduled and unscheduled maintenance. Early detection and repair of corrosion limit further damage. When corrosion is discovered, treat corrosion as soon as possible using only approved materials, equipment and techniques. Repair affected areas only. Seal and paint as needed in accordance with TO 1-1-8 and the systems specific TO.

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

7.3.3. Restore aerospace vehicles and equipment to original manufacturer's or operational appearance for the period depicted. Repair all damages except in those instances when it may be critical to the historical character, integrity, or provenance of the artifact (e.g. battle damage). In these cases, damage should not be altered. Systems need not be operational.



Interior areas remain as received unless being restored. The work need not conform to airworthy standards. Strip, clean, brighten, coat with a corrosion preventative and give a final finish coat to the airframe. Damaged or missing components may be remanufactured to less than original or airworthy standards. NOTE: Radioactive materials may have been used in the construction of aerospace vehicles. Follow the procedures in [Chapter 9](#) for dealing with radioactive components before doing any work on an aerospace vehicle. Fulfill all local bioenvironmental engineering requirements.

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

7.3.3.2. MAJCOM/HO (or senior historian or curator for DRUs and FOAs) approves aircraft configuration as well as CMI packages. Requesting units will conduct research and develop a package that includes appropriate documentation and justification for displayed configuration and paint scheme, to include all equipment and applied markings (standard, MAJCOM, unit assignment, crew) for the date and time period depicted. (T-1). Units may paint aircraft to represent another aircraft of the same series and model with the written permission of the MAJCOM/ DRU/ FOA Historian. Units will document the justification for and approval of all such actions. (T-2)

7.3.3.2.1. For aerospace vehicles on which the original serial number has been altered for display purposes, stencil the model, design, and series (i.e. F-100C or F-4C) in addition to the original serial number in two- inch letters using contrasting paint colors on the fuselage under the horizontal stabilizer.

7.3.3.2.2. Do not compromise the authenticity of a vehicle or equipment by adding spurious names, logos, nose art, or other identifying features that violate historical accuracy or integrity. Do not compromise CMIs for reasons of personal gratification. Do not mix markings from a variety of aircraft, i.e. using the nose art from one aircraft, the serial number of another and unit codes from a third. Ensure historical accuracy in the placement and style of markings being applied, keeping in mind the "window" or "moment" of history to be represented. Units will fully document all markings being applied to aerospace vehicles and related equipment and validate prior to painting. (T-1)

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

7.3.3.3. Aerospace vehicle signage.

7.3.3.3.1. All aerospace vehicles on display include identifying signage placed near the vehicle noting, at a minimum, information such as type, model and serial number. Signage also includes the following statement: "This (aerospace vehicle) is a part of the USAF Heritage Program collection." Previous iterations need not be changed unless signage is renewed.

7.3.3.3.2. Aerospace vehicles in which the original serial number has been altered for display purposes (see [paragraph 7.3.3.2.1](#)) include signage stating the following: “The aircraft on display is (NOMENCLATURE), Serial No. \_\_\_\_\_, but painted and marked to depict aircraft Serial No. \_\_\_\_\_, assigned to (UNIT AND/OR PERSON) in (LOCATION OR THEATER) during (YEAR)”.

7.3.4. Display standards. All aerospace vehicles are displayed and protected in accordance with this Instruction, the HPA and its attachments. At a minimum, the following is accomplished and maintained:

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

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

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

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

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

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

7.3.4.7. Secure control surfaces.

**7.4. Designing Exhibits.** Exhibits follow an approved storyline, be historically accurate, without distortion, and in good taste. (Exhibit storylines are outlined and approved in the strategic plan.) Requests for specific aerospace vehicles and artifacts are not considered unless justified in an approved strategic plan (see [paragraph 6.5.1.3](#)).

7.4.1. Comply with the exhibit standards outlined in [Attachment 4](#).

7.4.2. Design exhibits to discourage visitors from touching or handling the artifacts.

7.4.3. Bombs, missiles and other equipment should not be suspended from aerospace vehicles because of the strong potential for irreparable damage to airframes over time. For display purposes, use lightweight replicas of fiberglass or other inert materials. Contact NMUSAF for a list of vendors of such equipment.

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

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

7.4.4.2. Engineer the site to handle the static weight of the item. Use paved surfaces or concrete pads for aerospace vehicles to be displayed on their landing gear or carriage, and use wheel stands or tire fill to relieve stress on components and reduce ground pressure. Aerospace vehicles mounted on poles or suspended from overhead structures should be

done with consideration to aircraft weight and structural integrity, facility structural weight and integrity, and weather conditions as necessary and appropriate. Ensure static display site development (e.g. stands, tie-downs, concrete) is in accordance with civil engineering and aircraft maintenance requirements.

7.4.4.3. When suspending artifacts from overhead, consult installation civil engineering for approval, providing specific details such as weight, proposed rigging and exact location for suspending artifact.

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

## Chapter 8

### SECURITY, SAFETY, AND RESOURCE PROTECTION

**8.1. Securing Property.** Security within the USAFHP is broadly defined to include the physical security of facilities and historical properties from theft, incidental damage, fire, natural disaster, or terrorist threat. Security is a heritage activity management responsibility executed in concert with the installation's resource protection plan.

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

8.1.2. HPCs, assisted as necessary by other base agencies, conduct or review a facilities risk assessment(s) as needed but at a minimum of every 4 years to identify the most probable threats, hazards, and those potential losses that would most critically affect the USAFHP activity. Heritage activities occupying part of another building will coordinate facilities risk assessments and findings with the facility manager.

8.1.3. Aerospace vehicles, their components, and all other classes of property as previously defined in Chapter 6 are Government property in accordance with AFI 23-111, *Management of Government Property in Possession of the Air Force*. When dealing with such property, follow all applicable directives for accountability, control, and safeguarding. Do not sell, give away, trade, or loan these items. RSI, though not historical property, remains Government property and is controlled according to local methods and procedures (see [paragraph 6.14](#)).

8.1.4. Significant artifacts represent items that may be considered significant due to their important historical provenance or association, high value, are sensitive in nature and require special protection. Heritage activity must maintain a local listing of significant artifacts, in coordination with MAJCOM/HO, and limit access to this listing to key personnel. (T-1)

8.1.5. Significant artifacts not on display are stored inside secure containers or safes. Heritage activity must use AFI 31-101, *Integrated Defense (FOUO)*, to determine security requirements. (T-1)

8.1.6. Display significant artifacts in secure cases built to the security case standards contained in [Attachment 4](#). (See [paragraph 11.3.1](#) for requirements associated with the display of firearms.) Provide such cases with appropriate protection and coordinate with base Security Forces.

### 8.2. Safety.

8.2.1. Safety of personnel. Ensure the physical safety of visitors, employees, and volunteers who work at, visit, or serve USAFHP heritage activities. This includes adhering to applicable federal, state, and local laws, DoD, Air Force and base directives, instructions, and policies as well as implementing local Operating Instructions (OIs) and policies that reflect the specific and unique needs of individual heritage activities.

8.2.2. Safety of USAFHP historical property.

8.2.2.1. Do not use aeronautical components from aerospace vehicles on loan from NMUSAF collections in operational Air Force aerospace vehicles. These items include

engines, starters, pumps, actuators, radios, propellers, wheels, tires, and structural components (see [paragraph 6.15](#)).

8.2.2.2. Render safe historical aerospace vehicles prior to public display. All such actions are accomplished by technically qualified and appropriately trained personnel as per DoD 4160.28-M-V3, "Defense Demilitarization: Procedural Guidance". Follow "Instructions for Preparation and Maintenance of Aerospace Vehicles," HPA Attachment A, to ensure the safe display of the item. Certify all pre-display safety actions on AF Form 3580. Heritage activity must keep the original in the individual aircraft file and forward a copy to NMUSAF/MUC. (T-1)

8.2.2.3. Hazards such as asbestos and other toxic materials used in aircraft and missile manufacturing may be encountered during maintenance or restoration. Heritage activities will ensure installation bioenvironmental engineering office conducts and documents an assessment of aerospace vehicles for hazards before beginning maintenance or restoration. (T-1). Coordinate all remedial actions with the installation bioenvironmental engineering office. See [Chapter 9](#) for guidance about radiation safety.

8.2.2.4. Heritage activity must ensure that safety and demilitarization actions performed on USAF historical property have been properly accomplished and documented in accordance with applicable regulations, instructions, policies, and TOs. (T-0)

8.2.2.5. Heritage activity will not store hazardous materials near artifact storage, preparation, or display areas. (T-0)

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

8.2.2.7. Heritage activity must ensure all employees, volunteers, or contractors who perform aerospace vehicle maintenance or restoration are notified of all known hazards and required mitigation. (T-0)

### **8.3. Resource Protection.**

8.3.1. Heritage activity must provide fire detection system(s) in all locations where historical property is displayed or stored, and connect the central alarm to the installation fire department. (T-0)

8.3.2. Heritage activity must provide fire suppression systems, in addition to fire extinguishers, in all display, workshop, and storage areas of the facility. (T-0)

8.3.3. Heritage activity must ensure the installation fire marshal inspects fire detection and suppression systems and inspects emergency, battery-powered lighting systems as required by applicable AFIs and local policies. (T-0)

8.3.4. Heritage activities establish OIs, MOUs or other procedures to meet minimum security and emergency response needs in coordination with the appropriate installation agency to ensure compliance with AFIs. Heritage activities will provide education and training for heritage activity staff and volunteers. (T-1)

8.3.4.1. People and Resource Protection. Examples of protection measures may include opening and closing procedures, anti-robbery and robbery responses, bomb threat notification, evacuation procedures, active shooter policy and procedures, high cash value

resource protection, fire detection/suppression equipment checks, emergency lighting checks, and firearm inventories. Heritage activities will develop and disseminate emergency action books to staff and volunteers. (T-2)

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

8.3.4.3. Collection Management Disaster Contingency Plan. This plan outlines contingency plans for preventing potential disasters to artifact collections and responding to actual disasters involving collections. Review plan at least biennially and update as necessary. Contact NMUSAF/MUC for specific guidance, resources, and plan templates.

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

**8.4. Security Lighting.** Install interior and exterior security lighting according to AF standards in heritage activity buildings and airparks that contain historical property. Consult base civil engineering office for applicable standards.

## Chapter 9

### RADIATION SAFETY

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

**9.2. Responsibility.** HPCs, or designee, will oversee their heritage activity's radiation safety program. (T-1). The designee must be a DoD employee. (T-0). Heritage activities coordinate with the installation RSO or designee to ensure a qualified individual accomplishes the following:

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

9.2.2. Ensure follow-up surveys are conducted, as required per AFI 48-148.

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

9.2.4. Authorize and perform opening of display cases containing radioactive artifacts.

9.2.5. Designate specific storage areas for radioactive material with restricted access (see [paragraph 9.6](#)). Ensure all radioactive artifacts on display meet requirements at [paragraph 9.3](#). Restricted areas limit access to protect individuals against undue risks from exposure to radiation and radioactive materials.

9.2.6. Verify all personnel with access to radioactive storage areas are briefed on contamination prevention, transfer, and disposal and trained on radioactive item accountability.

### 9.3. Personnel Dose Levels.

9.3.1. Radiation dose levels to heritage activity visitors and staff are maintained as low as reasonably achievable. Radiological assessments are performed to ensure that radiation dose levels prescribed in AFI 48-148 are not exceeded.

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

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

9.3.1.3. Radiation levels may be reduced to acceptable limits by shielding, removing radioactive components, and/or repositioning the radioactive item(s) within the exhibit.

9.3.2. If staff or visitors are permitted within restricted areas (i.e. aircraft interiors, radioactive material storage areas, etc.), the limits continue to apply to those individuals.

**9.4. Radiation Screens.** All historical property and RSI are screened for radioactive material prior to cataloguing (see [paragraph 6.9.2.3](#)). The initial screen confirms whether radioactive material is present and determines if radiation precautions (i.e. posting, decontamination, access limitation, etc.) are needed.

9.4.1. Initial screening is performed using an appropriate radiation detection instrument. For items that test positive, see [paragraph 9.5](#).

9.4.2. Initial screenings with negative findings are annotated on one of two forms.

9.4.2.1. If the item is historical property (non-aerospace vehicle) or RSI use Radiation Screening Checklist (see [Figure 9.1](#)).

9.4.2.2. If the item is an aerospace vehicle, annotate **AF Form 3580, USAF Heritage Program Aerospace Vehicle Static Display Egress and Safety Certificate**, Section I, Subpart A. **NOTE:** AF Form 3583s that document negative findings prior to date of this publication are acceptable and should be retained.

**Figure 9.1. Radiation Screening Checklist**

|   |
|---|
| Accession number: _____                                       |
| Radiation screen date: _____                                  |
| Performed by: _____   |
| Were all items within the acquisition screened? Y or N        |
| Are any of the items above background radiation level? Y or N |

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

**9.5. Radiation Surveys.** The installation RSO or designee must survey items found to contain radioactive material during the screening process. (T-1)

9.5.1. It is the responsibility of the installation RSO or designee to complete the required survey documentation.

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

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

9.5.4. Surveys are performed on *identified radioactive material* at a minimum interval not to exceed five (5) years. Surveys assess the current condition of radioactive material and identify whether additional radioactive items have been installed or removed. If all radioactive material has been removed and a subsequent documented survey verifies no



residual radiation remains above standards, aerospace vehicles and/or artifacts no longer require a periodic survey.

9.5.5. All newly acquired aerospace vehicles need an initial survey (internal and external). The survey includes ambient radiation measurements of all accessible aerospace vehicles and any historical property containing radioactive material to ensure personnel dose limits are not exceeded. Non-accessible aerospace vehicles include, but are not limited to, those suspended or mounted on pedestals currently in the historical collection. If non-accessible aerospace vehicles are relocated or entered for maintenance, an initial survey is conducted if not already on file.

9.5.6. Each item containing radium 226 is swipe sampled, including the surrounding area, to determine the extent of any removable contamination. Note: Do not take swipe samples from items containing unprotected radium paint.

9.5.6.1. Removable radium contamination cannot exceed 20 disintegrations per minute (DPM) per 100 square centimeters (dpm/100 cm<sup>2</sup>) or, if less than 100 cm<sup>2</sup>, the entire surface should be swiped.

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

9.5.7. Identify items as having radioactive material in one of the following manners: 1) an inconspicuous mark on the front face of the item, such as an approximately 1/4-inch red dot, containing a number corresponding to the item number on survey record; 2) a drawing identifying the component and location with corresponding number to the survey record; or 3) a photograph identifying the component and location with corresponding number to the survey record. Heritage activities will file the survey record in the accession or aerospace vehicle files. (T-1)

9.5.8. At each point of entry to any aerospace vehicle which contains radioactive material, place a conspicuous sign stating, "Contact Installation Radiation Safety Officer Before Entering" or similar statement.

9.5.9. EXCEPTION: A routine survey of the internal compartments of an aerospace vehicle is not required if:

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

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

9.5.10. A routine survey of the aerospace vehicle's exterior is still required in the interest of public safety. In addition, for non-accessible aerospace vehicles displayed outdoors (i.e. on a pylon or pedestal), a swipe of the lowest overhanging part of the vehicle is accomplished to ensure there is no internal leakage.

**9.6. Storage.** Artifacts containing radioactive material and not installed in aerospace vehicles are:

9.6.1. Segregated from non-radioactive artifacts during storage.

- 9.6.2. Secured to prevent unauthorized removal or entry.
- 9.6.3. Area marked as containing radioactive material.
- 9.6.4. Stored in a manner such that public dose limits are not exceeded (see **paragraph 9.3.**).

## **9.7. Controls.**

- 9.7.1. Only an authorized Nuclear Regulatory Commission/Agreement State licensee or Air Force/Navy Permittee may conduct any maintenance, decontamination, removal, exchange, or replacement of radioactive material.
- 9.7.2. The installation RSO may authorize heritage activity personnel to remove intact items from historical property or RSI.
- 9.7.3. The following restrictions apply to radioactive items:
  - 9.7.3.1. Do not perform mechanical work or maintenance on radioactive items.
  - 9.7.3.2. Do not grind, machine, etch, drill, or apply any other physical or chemical process that changes the form of the component or produces breathable or ingestible particles.
  - 9.7.3.3. Do not open aircraft instruments, switches, circuit breakers, or other components that contain radioactive materials.
  - 9.7.3.4. Do not use any items containing radium paint for “hands-on” exhibits (e.g. throttle/pitch quadrants, bombsights, gunsights).
  - 9.7.3.5. Do not allow staff or visitors access to aerospace vehicle interiors or other displays or items containing radioactive items unless dose and contamination levels are less than prescribed.
  - 9.7.3.6. Do not allow access to aerospace vehicles or areas containing damaged or leaking radioactive commodities until the area has been monitored, assessed, and decontaminated if necessary. Document such occurrences in the item's accession or aerospace vehicle file. The installation RSO must approve re-opening any aerospace vehicle or area before access is granted. (T-1).
- 9.7.4. Heritage activities must immediately report any damage to radioactive items to the installation RSO for prompt assessment, cleanup, and reporting requirements. (T-1)
- 9.7.5. Access to aerospace vehicles containing exposed radium-containing paint on items (as a result of an original specification, deterioration, vandalism, or other damage) is mitigated to avoid contaminating staff, visitors, artifacts, facilities, and equipment. All questions regarding mitigation techniques are referred to NMUSAF.

**9.8. Permitting/Licensing.** Possession, use, storage, and display of items containing radioactive material adhere to established permitting/licensing practices. AFI 40-201 and Title 10 Code of Federal Regulations (CFR) have governing authority over these practices.

- 9.8.1. The following items are exempt from permitting/licensure, but radiation dose standards apply. Air Force Radioactive Recycling and Disposal Office (AFRRAD) must dispose of these items as radioactive waste when no longer needed: (T-1)

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

9.8.1.2. Uranium contained in counterweights installed in aircraft, rockets, projectiles, and missiles.

9.8.1.3. Thorium contained in optical lenses provided thorium is not greater than 30 percent by weight.

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

9.8.2. A general license is issued by title 10 CFR §31.12 for self-luminous products containing radium-226 for:

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

9.8.2.2. All other luminous products provided that no more than 100 items are used or stored at the same installation at any one time.

9.8.3. An application for a specific Air Force Radioactive Material permit will be made by an Air Force organization for radioactive material not otherwise possessed as exempt or as a general license. (T-1). Refer to AFI 40-201. Non-AF organizations must contact the Nuclear Regulatory Commission or Agreement State. (T-1)

## 9.9. Accountability Records for Radioactive Items.

9.9.1. Heritage activities must maintain all AF Form 3583s or equivalent (see paragraph 9.5.2) and an official swipe analysis provided by USAF School of Aerospace Medicine (USAFSAM). (T-1). See Attachment 5 for instructions. NOTE: NMUSAF may accept swipe analysis(s) performed on historical property in its possession from any analytical laboratory that is permitted by the USAF Radioisotope Committee or licensed by the United States Nuclear Regulatory Commission or Agreement State. Heritage activities will maintain copies in the item's accession folder, RSI file, or individual aerospace vehicle file. (T-1).

9.9.2. As of the publication of this AFI, use of **AF Form 3584 USAF Museum Aerospace Vehicle Static Display/Component Radiation Swipe Log** has been rescinded. AF Form 3584s that document *previous* swipe analyses collected *prior* to the date of this publication are acceptable and should be retained.

9.9.3. Forward copies of AF Form 3583s (or equivalents) and official swipe analyses to NMUSAF/MUC.

## 9.10. Response Procedures and Reporting.

9.10.1. Heritage activities with radioactive property must produce written response procedures, approved by their installation RSO (e.g. responses to leaking dials, broken instrument glass, vandalism, theft). (T-1)

9.10.2. Heritage activities must adhere to reporting requirements specified in AFI 40-201 and/or 10 CFR §31.12, as applicable. (T-1)

**9.11. Shipment.** The installation RSO is contacted for assistance in shipping radioactive materials.

9.11.1. Any item identified as containing radioactive material is classified, packaged, labeled, and shipped according to:

9.11.1.1. AFI 24-203, *Preparation and Movement of Air Force Cargo*.

9.11.1.2. AFJI 23-504, *Radioactive Commodities in the DoD Supply System*.

9.11.1.3. Title 49 CFR, Department of Transportation.

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

**9.12. Disposal.** Within the United States, USAFHP aerospace vehicles are disposed of through DLA Disposition Services. Because DLA Disposition Services does not accept radioactive material, heritage activities contact their installation RSO for direction on the removal of the radioactive components. The same procedures apply to individual radioactive components (such as excess RSI). If special conditions require other processes, coordinate them with NMUSAF and AFRRAD for authorization.

**9.13. Loan to Civilian Organizations.** Radioactive material is removed before loaning historical property to civilian organizations. Civilian organizations will not install radioactive components in USAFHP historical property.

## Chapter 10

### PRIVATE ORGANIZATIONS

**10.1. Purpose.** Commanders are encouraged to permit private supporting organizations (such as charitable foundations) to be established to support heritage activities at their installations as prescribed by AFI 34-223 and this instruction. The procedures and requirements of this AFI are controlling for purposes of heritage activities to the extent any conflict exists with other AFIs. POs support USAF heritage activities by:

- 10.1.1. Raising funds to support command-approved capital construction of facilities.
- 10.1.2. Raising funds in general support of USAFHP activities.
- 10.1.3. Raising funds for the acquisition of historical property to the supported USAFHP activity.

**10.2. PO Requirements.** At a minimum, POs must:

- 10.2.1. Meet the administrative requirements of AFI 34-223.
- 10.2.2. Meet the requirements of DoDI 1000.15, *Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations*.
- 10.2.3. Be currently chartered and incorporated under appropriate state laws.
- 10.2.4. Be currently recognized and granted status as a charitable organization by the Internal Revenue Service (IRS) under the provisions of IRS Code 501(c)(3).
- 10.2.5. Operate under articles of incorporation and by-laws that:
  - 10.2.5.1. Allow activities of the PO that support projects of the heritage activity within the constraints of the activity's mission statement.
  - 10.2.5.2. Require the PO to formally initiate the donation process to the USAF, within 45 days of completion of acquisition, for any acquired property intended for exhibit or display at the supported heritage activity.
- 10.2.6. Provide the heritage activity and the MAJCOM/HO the following information annually:
  - 10.2.6.1. Financial statements for the reporting year to include income and expense statements (either on accrual or cash basis) and a balance sheet accounting for total assets, liabilities, and net worth (equity) of the PO's financial condition. NOTE: It is no longer necessary to submit paper copies of IRS Form 990s as they are now available electronically via the Internet.
  - 10.2.6.2. Annual report which includes names of all officers and board members, total number of members in good standing, membership fee schedule, and a listing of significant projects completed during the reporting year.
- 10.2.7. Coordinate with the heritage activity's supporting commander to ensure the creation of two Memorandums of Understanding (MOUs) and keep them current with any changes of signatories.

10.2.7.1. One MOU clearly defines responsibilities, limitations, terms, and working relationships between the PO and the supporting commander and states therein that the PO complies with this instruction. **Figure 10.1** should be used as a template for this MOU, but may be modified for local use.

10.2.7.2. A second MOU clearly defines the responsibilities, limitations, terms, and working relationships between the PO and the heritage activity. **Figure 10.2** should be used as a template for this MOU, but may be modified for local use.

10.2.8. Depending on the size, scope, and nature of POs supporting heritage activities, additional requirements may be established by the supporting commander, MAJCOM/HO and AF/HO in order to monitor activities and assure appropriate oversight.

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

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

10.3.2. Museum directors and HPCs may only serve as advisors to the managing boards of POs. They may not serve in any elected position or become a voting member of the organization and should scrupulously avoid real or perceived roles directing PO operations.

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

### **10.4. Authorized Activities.** POs may do the following in support of heritage activities:

10.4.1. Raise funds in general support of USAFHP activities; gifts/donations by the PO of funds raised are in accordance with AFI 51-601.

10.4.2. Fund the acquisition of historical property to be appropriately gifted/donated to the USAFHP for the museum or base heritage activities.

10.4.3. Collect funds by donation boxes, unless prohibited by state or local laws impacting the installation. POs must make the boxes visible to visitors and to heritage activity staff and label them to show the PO and the intended use of the donations.

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

### **10.5. Prohibited Activities.** POs may not:

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

10.5.2. Take any action that purports to obligate the supporting commander or the heritage activity to either current or future major actions or to significant financial burdens.

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

10.5.4. Solicit or accept any historical property on behalf of the heritage activity.

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

**10.7. Gift Shop and Other Retail Operations.** Gift shops managed by POs or other organizations and associated with heritage activities are authorized activities and perform multiple important functions. Gift shops and other retail operations are primarily a convenience to visitors and can be an important source of funding in the support of PO activities. In particular gift shops provide the opportunity to acquire additional educational materials and information (printed/electronic media and other learning materials) relating to the exhibits, topics, and broad subjects associated with the Air Force and the heritage activity and to acquire items that evoke remembrances and associations with historic people, equipment, events, and locations. Gift shops and other retail operations are openly available to all heritage activity visitors and the general public without sales restrictions. All proceeds generated by a gift shop or other retail operation are used by the PO in accordance with its charter and by-laws, existing Air Force guidance, and the two MOUs prescribed by this AFI (see [paragraph 10.2.7](#)). Facility maintenance and utility costs associated with gift shop and other retail operations are generally the responsibility of the Air Force, unless otherwise agreed upon. See [Figure 10.1](#)

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

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

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

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

10.7.2.3. Scale models of military or aviation equipment.

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

10.7.3. Gift shops or other retail operations will not sell:

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

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

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

|  |
|--|
| <p><b>MEMORANDUM OF UNDERSTANDING (MOU)</b></p> <p><b>BETWEEN</b></p> <p><b>THE COMMANDER _____ (Host Organization)</b></p> <p><b>AND THE _____ (Private Organization)</b></p> <p><b><u>Purpose:</u></b> This MOU establishes the working relationships between the (Host Organization) and the (Private Organization) in its support of the (Heritage Activity Name).</p> <p><b><u>Authority:</u></b> The (Private Organization), a private not for profit organization chartered under the laws of the State of _____, is a Private Organization as defined in AFI 34-223, <i>Private Organizations (PO) Program</i>, and operates on _____ Air Force Base under the authority of that instruction and AFI 84-103, <i>USAF Heritage Program</i>. The (Heritage Activity Name), a military entity of the (Host Organization) and (MAJCOM), operates in accordance with the requirements for an Air Force Heritage Program activity contained in AFI 84-103.</p> <p><b><u>Mission:</u></b> The mission of the (Heritage Activity Name) is to portray the history of _____ Air Force Base and the (mission statement). The mission of the (Private Organization) is to support Air Force historical activities, including the (Heritage Activity Name).</p> <p><b><u>Organizational Relationships:</u></b> The Commander, (Parent Organization) is responsible for the overall operation and resourcing of the (Heritage Activity Name). The (Director or Historical Property Custodian [HPC]) reports to the commander and is responsible for the development, operation, direction, and control of the activity. The President, Board of Directors, (Private Organization) coordinates as appropriate with the (Director or HPC) on organizational activities. The President and (Director or HPC) will coordinate their activities to ensure the Private Organization is aware of the Activity's plans and programs so as to aid the Organization in its efforts and operations. The operation and management of the Organization is the responsibility of its Board of Directors.</p> <p><b><u>Responsibilities:</u></b></p> <p><b>The (Host Organization) will:</b></p> <ol style="list-style-type: none"> <li>1. Resource the (Heritage Activity) as required by AFI 84-103.</li> <li>2. Provide office space for the (Private Organization) in Bldg. _____ to include utilities and facility maintenance.</li> <li>3. Ensure Services Division provides oversight of (Private Organization) as required in AFI 34-223.</li> <li>4. Not engage in fundraising.</li> </ol> |
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**The (Private Organization) will:**

1. Assist in and support the preservation of and public access to Air Force history, to include historical artifacts and displays.
2. Support the development and expansion of the (Heritage Activity) through donations to assist with suitable projects.
3. Establish and maintain a Board of Directors, and operate in accordance with its charter and by-laws.
4. [Optional] Operate the gift shop in Bldg. \_\_\_\_\_ if a gift shop is part of the organization's fundraising activities.
5. Fund its own postage, printing and telephone costs.
6. Obtain and maintain appropriate approvals to operate on \_\_\_\_\_ Air Force Base under AFI 34-223.
7. Formally donate to the United States Air Force Heritage Program historical property secured for the purpose of donation in accordance with AFI 84-103.
8. Refrain from any withdrawals from DLA Disposition Services.
9. Ensure all communications in official channels (publications, website and social media, promotional materials) contain current and accurate information and reflect positively on the (Heritage Activity) and the USAF.
10. As required by current USAF guidance, coordinate and obtain approval for all (Private Organization's) activities with the commander and the (Director or HPC), (Heritage Activity).
11. Subject itself to, and cooperate with, any reasonable audit of its organization and activities conducted by the Air Force.

**Funds:** The (Private Organization) will not hold or otherwise handle funds for any other organization. All proceeds generated by the gift shop or any other fundraising activities will be used by the (Private Organization) in accordance with this MOU, its charter and its bylaws.

**Review:** The (Private Organization) will initiate an annual review and update of this MOU, sooner if necessary to reflect any change of signatories. All changes will be reviewed and approved by both parties and coordinated with the Commander, (Host Organization).

**Effective Date:** This MOU is effective upon signature by both parties and remains in effect until otherwise amended in writing by the mutual agreement of the parties or terminated (through non-renewal or upon thirty (30) days advance written notice).

For the (Host Organization):

\_\_\_\_\_

**Commander**

\_\_\_\_\_

**Date**

**For the (Private Organization):**

\_\_\_\_\_

**President, Board of Directors**

\_\_\_\_\_

**Date**

Figure 10.2. Sample MOU between the USAF Heritage Activity and Private Organization

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| <p><b>MEMORANDUM OF UNDERSTANDING (MOU)</b></p> <p><b>BETWEEN</b></p> <p><b>THE (Director or Historical Property Custodian), _____ (Heritage Activity)</b></p> <p><b>AND THE _____ (Private Organization)</b></p> <p><b><u>Purpose:</u></b> This MOU establishes the working relationships between the (Director or Historical Property Custodian [HPC]), (Heritage Activity) and the (Private Organization) in its support of the (Heritage Activity).</p> <p><b><u>Authority:</u></b> The (Private Organization), a private not for profit organization chartered under the laws of the State of _____, is a Private Organization as defined in AFI 34-223, <i>Private Organizations (PO) Program</i>, and operates on _____ Air Force Base under the authority of that instruction and AFI 84-103, <i>USAF Heritage Program</i>. The (Heritage Activity Name), a military entity of the (Host Organization) and (MAJCOM), operates in accordance with the requirements for an Air Force Heritage Program activity contained in AFI 84-103.</p> <p><b><u>Mission:</u></b> The mission of the (Heritage Activity Name) is to portray the history of _____ Air Force Base and the (mission statement). The mission of the (Private Organization) is to support Air Force historical activities, including the (Heritage Activity Name).</p> <p><b><u>Organizational Relationships:</u></b> The Commander, (Host Organization) is responsible for the overall operation and resourcing of the (Heritage Activity Name). The (Director or HPC) reports to the commander and is responsible for the development, operation, direction and control of the activity. The President, Board of Directors, (Private Organization) coordinates as appropriate with the (Director or HPC) on organizational activities. The President and (Director or HPC) will coordinate their activities to ensure the Private Organization is aware of the Activity's plans and programs so as to aid the organization in its efforts and operations. The operation and management of the Private Organization is the responsibility of its Board of Directors.</p> <p><b><u>Responsibilities:</u></b></p> <p><b>The (Director or HPC), (Heritage Activity) will:</b></p> <ol style="list-style-type: none"> <li>1. Operate the (Heritage Activity) in accordance with AFI 84-103.</li> <li>2. Be responsible for the development, direction, daily operation and control of the (Heritage Activity) and is solely responsible for the acquisition of artifacts, support items and exhibits.</li> <li>3. Serve as the single point of contact with the (Private Organization) in all matters relating to the operation and development of the (Heritage Activity), and maintain an open line of communication with the (Private Organization).</li> <li>4. Meet with the President of the Board of Directors on a regular basis to discuss the nature and scope of the (Private Organization)'s contributions to the (Heritage Activity).</li> </ol> |
|---|

5. Make the final determination on the expenditures of (Private Organization) funds which have been gifted for the direct support of the (Heritage Activity).
6. Operate the (Heritage Activity)'s volunteer program.

**The (Private Organization) will:**

1. Assist in and support the preservation of and public access to Air Force history, to include historical artifacts and displays.
2. Support the development of the (Heritage Activity).
3. Formally donate to the United States Air Force Heritage Program historical property secured for the purpose of donation in accordance with AFI 84-103.
4. Ensure all communications in official channels (publications, website and social media, promotional materials) contain current and accurate information and reflect positively on the (Heritage Activity) and the USAF.
5. Refrain from any withdrawals from the Defense Reutilization and Marketing System.
6. Coordinate the proposed acquisition of historical property intended for donation with the (Director or HPC) and with the (MAJCOM) when the proposed acquisition and gift to the USAF involves a major artifact that is not available through NMUSAF channels (so as to ensure that the proposed gift is of a nature and type the USAF is able to accept).
7. Provide the (Director or HPC) with copies of minutes of all (Private Organization) meetings.
8. Coordinate and obtain approval for (Private Organization) activities with the (Director or HPC), (Heritage Activity) as appropriate.
9. Subject itself to, and cooperate with, any audit of its organization and activities conducted by the Air Force.

**Review:** The (Private Organization) will initiate an annual review and update of this MOU, sooner if necessary to reflect any change of signatories. All changes will be reviewed by (Director or HPC), (Heritage Activity), and approved by the Commander, (Host Organization).

**Effective Date:** This MOU is effective upon signature by both parties and remains in effect until otherwise amended in writing by the mutual agreement of the parties or terminated (through non-renewal or upon thirty (30) days advance written notice).

**For the (Heritage Activity):**

\_\_\_\_\_

(Director or HPC)

\_\_\_\_\_

Date

**For the (Private Organization):**

\_\_\_\_\_

President, Board of Directors

\_\_\_\_\_

Date

## Chapter 11

### MUNITIONS AND FIREARMS

**11.1. Introduction.** The accountability, care, and display of munitions and firearms at heritage activities involve additional responsibilities and obligations. Activities are advised to carefully consider these before acquiring such items. Heritage activities must:

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

11.1.2. Coordinate requests, displays, and disposition of nuclear type trainer display units with AFNWC/A4/7 Det 5 via NMUSAF/MUC and MAJCOM/HO IAW AFI 21-201, *Conventional Munitions Management*, and AFI 21-204, *Nuclear Weapons Maintenance Procedures*. Displayed units will be unclassified and will not be altered while in possession of the heritage activity. (T-1)

11.1.3. Not display Nuclear Weapons Related Materiel; if discovered, report and disposition IAW AFI 20-110, *Nuclear Weapons-Related Materiel Management*. (T-1)

**11.2. Munitions.** All USAFHP munitions (e.g. bombs, rockets, missiles, ammunition, flares, and other pyrotechnics) must be rendered inert. Explosive Ordnance Disposal (EOD) personnel or a qualified and authorized inspector are the authority on all matters related to munitions safety in accordance with AFI 32-3001, *Explosive Ordnance Disposal (EOD) Program*.

11.2.1. EOD personnel or a qualified and authorized inspector will inspect and certify all munitions as inert prior to acceptance by the heritage activity. (T-0). Written confirmation of the inert status accompanies the munitions at the time of acceptance (see Para 6.9.1.4.3).

11.2.2. In instances when confirmation of inert status is not available (i.e. artifacts already present in heritage activity collections and not certified inert) the following actions are needed:

11.2.2.1. All munitions without a certification of inspection and verification of inert status are considered to be live. Immediately contact EOD or qualified and authorized personnel serving the installation to inspect and store live or suspected live munitions. Suspect munitions are held in an approved separate, secured storage area, as per EOD guidance, until inspected.

11.2.2.2. Heritage activities must follow EOD personnel's direction during a response to an inspection and verification request. (T-1)

11.2.2.3. Heritage activities must document munitions removed for inspection by EOD or qualified and authorized personnel on AF Form 1297. (T-1)

11.2.3. Heritage activities must file the written certification in the item's accession folder and forward a copy to NMUSAF/MUC, once the item is certified as inert. (T-1)

11.2.4. If items cannot be made inert, EOD or qualified and authorized personnel will dispose of them by approved methods. (T-1). To reconcile item records after disposal, EOD or qualified and authorized personnel will provide a signed destruction certificate for any

munitions destroyed. (T-1). Heritage activities must forward a copy of the signed destruction certificate to NMUSAF/MUC to facilitate deaccession actions (see [Chapter 6](#)). (T-1)

11.2.5. HPC will handle and store inert munitions with appropriate equipment and containers as per AFI 31-101. (T-1)

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

**11.3. Firearms.** All firearms are kept in a functional state in order to preserve their historical integrity and educational and aesthetic values. Non-functional firearms are not required to be rendered functional.

11.3.1. Display of Firearms.

11.3.1.1. Heritage activities will take maximum advantage of utilizing commercially available replica firearms in exhibits and on aircraft. (T-1). Specifically, in exhibits where only generic specimens are needed (e.g. aircraft turret installations) or where firearms are not integral to the story, the use of replicas is suggested.

11.3.1.2. Complete firearms should not be utilized for internal aircraft installations. Instead, the use of machine gun and cannon jacket/barrel assemblies is recommended in order to present a complete external appearance. However, complete firearms may be used if their physical size and access restrict easy removal and may also be visually inventoried (i.e. 20mm gun systems and greater).

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

11.3.1.4. Firearms to be placed on exhibit are rendered temporarily inoperable, with the following exceptions for antique or unique firearms. Only NMUSAF determines whether a firearm meets the criteria for these exceptions. NMUSAF/MUC will provide heritage activities a copy of its decision.

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

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

11.3.1.5. Except for antique or unique firearms as noted in 11.3.1.4., all firearms are rendered temporarily inoperable by removing firing pins, internal mechanisms, or parts. A serial numbered firearm receiver or frame constitutes a firearm and is subject to these

requirements. In order to preserve their historical integrity and educational and aesthetic value, no further permanent actions should be performed. Clearly identify and securely store any parts removed. Heritage activities will ensure historical firearms are not cut, welded, defaced, or permanently altered. (T-0)

11.3.1.5.1. The essential components removed from firearms to render them inoperable are tagged with the firearm's serial number. Etching a firearm's serial number on any removed part is prohibited. The removed items are stored in a locked container in a secure area away from the arms storage facility. Electronically fired weapon systems 20mm or greater are considered inoperable once removed from their power source.

11.3.1.6. Secure firearms on display to prevent easy removal. Use security fasteners or discrete cable locks to secure firearms displayed as a component of a larger system (e.g. an aircraft turret). Security measures should be inconspicuous so as not to detract from the display's aesthetic appearance.

11.3.1.6.1. Provide IDS protection for all exhibit cases displaying firearms. Firearms that have been certified as being permanently non-functional by installation security forces are exempt from requirement to be displayed in IDS protected cases. Heritage activities will maintain such certifications locally and forward copies to MAJCOM/HO and NMUSAF/MUC. (T-1)

11.3.1.6.2. Attach larger portable firearms on open display to display stands, the floor, or other fixture. Heritage activities will ensure IDS protection is in place for facilities housing crew-served (i.e. requiring two or more people to operate) and other large firearms. (T-1)

#### **11.4. Access to Controlled Area.**

11.4.1. Limit routine access by personnel to firearms storage facilities or authorized container(s) to the least practical number of responsible persons designated by the AFFM Director or HPC. Heritage activities will post the names and duty positions of these persons inside the arms storage facility. (T-1)

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

#### **11.5. Firearms in Storage.**

11.5.1. Heritage activities will keep only those firearms which are identified in the heritage activity's approved exhibit plan. (T-1)

11.5.2. Heritage activities will store all firearms with the same level of security, in accordance with AFI 31-101, whether inoperable, welded, or demilitarized. (T-1)

11.5.3. Keep stored firearms within locked racks, cabinets, or banded containers with seals. Aircraft and ground weapon systems greater than 30mm and not man-portable may be stored openly (i.e. not in a locked container) given their physical size.

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

11.5.5. Heritage activities will ensure firearms are reasonably accessible for inventory, conservation, inspection, or removal. (T-2)

11.5.6. Areas where firearms are stored are designated and posted as controlled areas. Such posting is visible at eye level when possible.

#### **11.6. Firearms Inventory Requirements.**

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

11.6.2. Inventory firearms as follows:

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

11.6.2.2. Inspect **weekly** the firearm storage area to ensure that all locks and seals are intact. Heritage activities will notify installation security forces immediately, if any rack, cabinet, or container is found damaged or tampered with. (T-1)

11.6.2.3. Heritage activities will inventory firearms stored in banded or sealed containers by type and accession number each time the seal is broken. (T-1)

11.6.2.4. Seals used for banded racks, cabinets, and containers are controlled with limited access.

11.6.2.5. Conduct an **annual** inventory of all firearms by type and accession number. Document inventory results in AFMATS. Heritage activities will notify NMUSAF/MUC of completed inventory if they do not have an AFMATS account. (T-1)

#### **11.7. Department of Defense Small Arms Serialization Program (DODSASP).**

11.7.1. DODSASP provides for a continuous oversight of firearms, by serial number, from procurement through demilitarization and disposal. It is designed to give investigative agencies, within 72 hours, the identification of the last DoD activity accountable for a specific serial-numbered firearm.

11.7.2. NMUSAF/MUC maintains DODSASP responsibilities for the entire heritage program. Heritage activities must report all firearm acquisitions **immediately** to NMUSAF/MUC. (T-0)

11.7.3. Heritage activities will register all modern firearms with serial numbers with the DoD Central Registry using DODSASP, in accordance with DoD 4000.25.2-M *Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP)*, Chapter 12.7.6. and Do4000.25-M, *Defense Logistics Management System*, Vol 2, Chapter 18. (T-0)

**11.8. Facilities.** Follow structural standards in DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*, for new construction or modification of facilities for storage of museum firearms. Modify existing facilities accordingly. Heritage activities must comply with approved plans for future development and new construction

programs unless the National Historic Preservation Act of 1966 precludes compliance when upgrading buildings. (T-0)

**11.9. Additional Resources.** Contact installation security forces for additional, local requirements.



## Chapter 12

### USAF CIVILIAN LOAN PROGRAMS

**12.1. Purpose and Authority.** In accordance with 10 USC §2572, the USAF may make available for loan to certified civilian entities condemned or obsolete combat materiel. Within the Air Force, such materiel is loaned through either the Static Display Program or the Civilian Museum Loan Program. These loan programs have three goals. They seek to bring Air Force history and heritage to a wider, civilian audience. They also serve to assist organizations qualified under 10 USC §2572 in fostering a deeper appreciation and interest in aerospace history, education and technology. Lastly, these loan programs seek to memorialize the accomplishments of American Airmen. NMUSAF has been delegated the sole authority and responsibility by the SECAF to administer loans to civilian entities in accordance with the provisions of 10 USC §2572.

**12.2. Qualification Requirements and Application.**

12.2.1. Requesting civilian entities must meet specific requirements to be considered for either civilian loan program. Civilian entities apply to participate in the Static Display Program or Civilian Museum Loan Program by contacting the NMUSAF.

12.2.2. Military organizations and/or commanders will not initiate or negotiate any discussions with civilian entities seeking any historical property for display. (T-1). Military organizations and/or commanders must direct all such requests to NMUSAF. (T-0)

**12.3. Availability and Condition of Property.** Historical property is made available for loan to civilian entities after the needs of official military requesters are met. Classified material, weapons, radioactive components or items that might pose a safety hazard to the public are removed prior to loan. Certain components from aerospace vehicles needed to meet operational requirements of the USAF are removed however the vehicle is externally complete.

**12.4. Static Display Program.**

12.4.1. Eligibility. The following civilian entities are eligible to apply for loans through the Static Display Program. For purposes of this instruction, they are collectively referred to as “civilian organizations”.

12.4.1.1. A municipal corporation, county, or other political subdivision of a State.

12.4.1.2. A servicemen’s monument association.

12.4.1.3. A post of the Veterans of Foreign Wars of the United States or of the American Legion or a unit of any other recognized war veterans’ association.

12.4.1.4. A local or national unit of any war veterans’ association of a foreign nation which is recognized by the national government of that nation (or by the government of one of the principal political subdivisions of that nation).

12.4.1.5. A post of the Sons of Veterans Reserve.

12.4.2. Loan Conditions.

12.4.2.1. Aerospace vehicles in the Static Display Program are loaned on an “as is-where is” basis. Civilian organizations seeking the loan of vehicles are responsible for all

arrangements and, in accordance with 10 USC § 2572, are required to pay all associated costs, charges and expenses. Only veterans' organizations may receive support from military organizations.

12.4.2.2. Civilian organizations bear continuing responsibility for any loaned property including insurance coverage and maintenance costs (e.g. periodic painting, repair of damage, and day to day care) as per the terms of the loan agreement. All repairs, restoration work, additions or upgrades performed on loaned property become the property of the U.S. Government. Supporting commanders and heritage activities are prohibited from incurring any expense to restore, display, or maintain artifacts, including aerospace vehicles on loan to civilian organizations.

12.4.2.3. Loaned aerospace vehicles cannot be flown or restored to flying condition under any circumstances. Failure to observe this condition results in the vehicle's immediate repossession by NMUSAF, at the requestor's expense, and possible criminal prosecution.

12.4.2.4. No cargo (DoD category A) aircraft are made available for loan in the Static Display Program.

12.4.3. Availability of Property. NMUSAF Management Support Division (NMUSAF/MU) maintains the master request list for the Static Display Program and makes loans based on the date of request and the availability of a requested aerospace vehicle(s).

## **12.5. Civilian Museum Loan Program.**

12.5.1. Eligibility. The following civilian entities are eligible to apply for the loan of USAF historical property from the NMUSAF under the museum loan program. For purposes of this instruction, they are collectively referred to as "civilian museums".

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

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

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

12.5.2. Loan Conditions.

12.5.2.1. The NMUSAF may loan historical property to qualified and certified museums. 'Museums' are defined in accordance with the Federal Property Management Regulations, 41 CFR §101.44.207(16). This definition includes the requirement that a public or private non-profit institution be organized on a permanent basis, own or use tangible objects, and exhibit them to the public on a regular basis. The definition also includes a requirement for at least one, full-time, paid, professional staff. Loan requests are subject to the availability at NMUSAF of requested historical property.

12.5.2.2. All historical property is loaned to civilian museums at no expense to the government. The property is made available on an "as is-where is" basis and in accordance with 10 USC § 2572 civilian museums are required to pay all associated costs, charges and expenses. Further, requesting museums will bear all costs associated with the long term care

and maintenance of the loaned historical property. All repairs, restoration work, additions or upgrades performed on loaned property become the property of the U.S. Government.

12.5.2.3. NMUSAF loans only to established museums which have a demonstrated record of professional performance, institutional viability and the resources sufficient to ensure the security and conservation of historical property.

12.5.2.4. Availability of aerospace vehicles. NMUSAF/MUC maintains the master request list for the civilian museum loan program and makes loans based on the availability of a particular requested aerospace vehicle.

12.5.2.5. Loaned aerospace vehicles cannot be flown or restored to flying condition under any circumstances. Failure to observe this condition results in the immediate repossession of the vehicle by NMUSAF, at the requestor's expense, and possible criminal prosecution.

**12.6. Responsibilities and Care Requirements.** Civilian entities borrowing historical property fulfill the responsibilities and care requirements contained in the loan agreement and attachments. Any loaned historical property is maintained to reflect favorably on the Air Force. Any care or preservation concerns or irregularities should be directed to the Static Display Program Administrator and/or the Civilian Museum Loan Registrar, NMUSAF/MUC.

## Chapter 13

### PROGRAMS AND OUTREACH

**13.1. Introduction.** The USAFHP recognizes the potential for heritage activities programs and outreach to educate and inform visitors, increase awareness of and support for the activity, and promote the broader mission and history of the USAF. Programming and outreach, whether through events, publications or an online presence, provide excellent opportunities to extend a heritage activity's mission by expanding on a particular exhibit, artifact, historical person or event. They also serve a vital role in preparing visitors for on-site visits to heritage activities and maintaining a relationship with those visitors beyond the visit.

#### **13.2. Programming.**

13.2.1. Heritage activities are encouraged to further their mission through educational programs and activities such as lectures, guest speakers, multimedia presentations and programs targeted toward both military and civilian audiences. Particular attention should be given to sponsoring special recognition programs related to important or historic Air Force people, events and dates.

13.2.2. Heritage activities that plan, produce, host or sponsor programs and events or partner with other organizations to offer such programs are encouraged to develop written guidance (including but not limited to OIs and supplements to existing AFIs). This guidance defines what events or activities are authorized (e.g. mission related, public or private, military or civilian) as well as how events are planned and conducted. Such guidance references existing applicable laws and statutes, DoD guidance, AFIs and local installation policies and procedures and be coordinated with installation legal counsel.

13.2.3. Heritage activities will inform, engage and coordinate programs with their base, installation or unit Public Affairs Office. (T-3)

**13.3. Publications.** Written publications provide an excellent opportunity for heritage activities to support and promote their mission, function or specific project. Publication types may include but are not limited to general information brochures or rack cards, newsletters, exhibit or gallery guides, educational resources and event programs. Heritage activities are advised to keep the following in mind before producing and disseminating any publication:

13.3.1. Coordinate with installation, base or unit Public Affairs Office. Determine if any support can be provided in the design, production or promotion of publications.

13.3.2. Ensure publications contain accurate information, project a professional look and design, and strive for clear, easy to understand language that effectively communicates intended messages. Publications should be in good taste and reflect favorably on the USAF.

13.3.3. Consult guidance in Attachment A4.1 regarding exhibit labels when drafting publications. Consider consulting with NMUSAF or other heritage activities that have produced similar publications for additional guidance and lessons learned.

**13.4. Websites.** Heritage activities are encouraged to establish and maintain a Web presence where possible and appropriate. This is especially important for activities that are open to the public and support any kind of public programming (i.e. events, educational programming).

13.4.1. Heritage activities desiring a Web presence supported by their base network work with their installation's Public Affairs Office to establish Air Force Public Web pages/sites in accordance with AFIs 35-107, *Public Web Communications* and 33-129, *Web Management and Internet Use*.

13.4.2. In some instances a heritage activity's PO may wish to establish a website maintained by a commercial internet provider (i.e. a ".com") and thus operating completely independent of installation or DoD networks. Such sites are funded and maintained solely by the PO. All such privately managed websites present accurate and current information about the heritage activity, be in good taste, and reflect favorably on the USAF and DoD.

WALTER A. GRUDZINSKAS, CIV, DAFC  
Director, Air Force History and Museums

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

- DoD 4000.25.2-M *Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP)*, 13 June 2012
- DoD 4000.25-M, *Defense Logistics Management System*, 5 June 2012
- DoD 4160.21-M, *Defense Materiel Disposition Manual*, August 1997
- DoD 4160.28-M-V3, *Defense Demilitarization: Program Administration*, 7 June 2011
- DoD 4165.66-M, *Base Development and Realignment Manual*, 1 March 2006
- DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*, 17 April 2012
- DoDI 1000.15, *Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations*, 24 October 2008
- DoDI 1100.21, *Voluntary Services in the Department of Defense*, 11 March 2002
- DoDI 1402.5, *Criminal History Background Checks on Individuals in Child Care Services*, 19 January 1993
- DoDI 5200.39, *Critical Program Information (CPI) Protection within the Department of Defense*, 16 July 2008
- AFH 23-123, *Materiel Management Handbook*, 8 August 2013
- AFI 16-402, *Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination*, 1 December 2009
- AFI 20-110, *Nuclear Weapons-Related Materiel Management*, 23 October 2014
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- AFI 20-114, *Air and Space Equipment Structural Management*, 7 June 2011
- AFI 21-201, *Conventional Munitions Management*, 9 April 2014
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AFI 40-201, *Managing Radioactive Materials in the US Air Force*, 16 March 2011  
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AFI 84-102, *Historical Operations in Contingency and War*  
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AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 Jun 2012  
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AFJI 31-217, *Control and Registration of War Trophies and War Trophy Firearms*, 28 August 1969  
AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipment*, 12 October 2004  
AFMAN 23-110, *USAF Supply Manual*, 15 March 2013  
AFMAN 23-122, *Materiel Management Procedures*, 8 August 2013  
AFMAN 23-220, *Reports of Survey for Air Force Property*, 29 December 2011  
AFMAN 33-363, *Management of Records*, 1 March 2008  
AFMS 101B, *Manpower Standard, Air Force Field Museum*, 8 March 2002  
AFPAM 63-113, *Program Protection Planning for Life Cycle Management*, 17 October 2013  
AFPD 84-1, *Historical Information, Property, and Art*, 16 September 2005  
Title 10 CFR, Energy  
Title 49 CFR, Transportation  
***Prescribed Forms***  
**AF Form 3569**, *USAF Heritage Program Volunteer Application/Registration*  
**AF Form 3571**, *USAF Heritage Program Proffer of Gift Agreement*  
**AF Form 3572**, *USAF Heritage Program Loan Agreement*

**AF Form 3573**, *USAF Heritage Program Artifact Condition and Conservation Survey*

**AF Form 3580**, *USAF Heritage Program Aerospace Vehicle Static Display Egress and Safety Certificate*

**AF Form 3581**, *USAF Heritage Program Aerospace Vehicle Static Display Maintenance Log*

**AF Form 3582**, *USAF Heritage Program Accession Worksheet*

**AF Form 3583**, *USAF Heritage Program Static Display Aerospace Vehicle/Component Radiation Survey*

Adopted Form

**AF Form 847**, *Recommendation for Change of Publication*

### ***Abbreviations and Acronyms***

**AAM**—American Association of Museums

**ADA**—Americans with Disabilities Act

**AF**—Air Force

**AFFM**—Air Force Field Museum

**AFHC**—Air Force Heritage Center

**AFHH**—Air Force Historical Holding

**AFHMP**—Air Force History and Museums Program

**AFHRA**—Air Force Historical Research Agency

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFMATS**—Air Force Museum Artifact Tracking System

**AFMC**—Air Force Materiel Command

**AFOE**—Air Force Operational Excess

**AFPD**—Air Force Policy Directive

**AFRRAD**—Air Force Radioactive Recycling and Disposal Office

**AFTO**—Air Force Technical Order

**AMARG**—Aircraft Maintenance and Regeneration Group

**AVDO**—Aerospace Vehicle Distribution Office

**BRAC**—Base Realignment and Closure

**CAP**—Collections Assessment Program

**CMI**—Color, Markings, Insignia

**CONUS**—Continental United States

**CPM**—Counts Per Minute



**DFAS**—Defense Finance and Accounting Service  
**DLA**—Defense Logistics Agency  
**DoD**—Department of Defense  
**DODAAC**—Department of Defense Activity Address Code  
**DODSASP**—Department of Defense Small Arms Serialization Program  
**DPM**—Disintegrations Per Minute  
**DSN**—Defense Switched Network  
**EOD**—Explosive Ordnance Disposal  
**FOA**—Field Operating Agency  
**FOB**—Found On Base  
**HO**—History Office  
**HPA**—Historical Property Agreement  
**HPC**—Historical Property Custodian  
**IAW**—In Accordance With  
**IDS**—Intrusion Detection System  
**LAN**—Local Area Network  
**MAJCOM**—Major Command  
**MAP**—Museum Assessment Program  
**M/D/S**—Mission Design Series  
**MICAP**—Mission Impaired Capability Awaiting Parts  
**MOA**—Memorandum of Agreement  
**MOU**—Memorandum of Understanding  
**MSA**—Museum Support Articles  
**MWR**—Morale, Welfare, and Recreation  
**NMUSAF**—National Museum of the United States Air Force  
**NMUSAF/MUC**—National Museum of USAF Collection Management Division  
**NMUSAF/MUE**—National Museum of USAF Exhibits Division  
**NMUSAF/MUP**—National Museum of USAF Public Affairs Division  
**NMUSAF/MU**—National Museum of USAF Management Support Division  
**NRC**—Nuclear Regulatory Commission  
**NSN**—National Stock Number  
**OI**—Operating Instruction

**PO**—Private Organization  
**POA&M**—Plan of Actions and Milestones  
**POC**—Point of Contact  
**PN**—Part Number  
**ROM**—Rough Order of Magnitude  
**RSI**—Restoration Support Items  
**RSO**—Radiation Safety Officer  
**SECAF**—Secretary of the Air Force  
**SAV**—Staff Assistance Visit  
**SPD**—System Program Director  
**SV**—Services  
**TO**—Technical Order  
**USAF**—United States Air Force  
**USAFHP**—United States Air Force Heritage Program  
**USC**—United States Code  
**U/V**—Ultraviolet

## Attachment 2

### STRATEGIC PLANNING

**A2.1. Overview.** All USAF heritage activities will develop and maintain certain fundamental documentation for the effective management of their organization. (T-1). These should be routinely reviewed and updated as necessary and are submitted biennially for review and coordination by the supporting commander and MAJCOM/HO. The complexity of these documents is dependent on the size and scope of the USAFHP activity.

**A2.2. Mission and Collection Policy Statements.** The USAFHP and MAJCOM/HOs rely on mission statements to ensure artifacts and other resources go to the proper activity, and that the USAFHP represents the full heritage of the Air Force.

A2.2.1. All heritage activities must have approved mission statements. (T-1). A mission statement concisely states, in writing, the purpose of the heritage activity and the aspect of Air Force history that the activity addresses. The missions of all USAF heritage activities collectively express the Air Force's heritage and preserve its material culture.

A2.2.1.1. The MAJCOM/HO approves mission statements or may modify them by assigning a secondary mission and ensures mission statements avoid unnecessary duplication, wisely using Air Force resources.

A2.2.2. All heritage activities must also have a collection policy. (T-1). The collection policy is based on the mission statement. It outlines the historical property required to support the mission statement and what is accepted by the heritage activity.

A2.2.2.1. The collection policy defines what the heritage activity will collect and how each item is related to the mission statement. (T-1).

A2.2.2.2. This policy can be general (by class) or narrow (by specific type or model), depending on the space and resources available. It is also recommended that the policy be defined by the classification categories used in the NMUSAF Data Dictionary.

**A2.3. Plans.** Planning is a deliberate, institutionalized process that links scope, mission, and priorities to budgetary and operational decisions. Its purpose is to enable an organization to be flexible enough to adapt to the ever-changing environment, both internally and externally. Planning looks at how a heritage activity can best advance itself by tying specific goals to its core competencies and implementing doctrine. Effective planning can pull together a diverse organization, communicate clear objectives and organizational values, and achieve the creative integration of all resources.

A2.3.1. Concept and development. Heritage activities will develop plans and determine measurement and monitoring throughout the plan's period of implementation and coordinate with their supporting commander. (T-1)

A2.3.2. Strategic Plan. Strategic plans should take into consideration higher level guidance and include the following elements:

A2.3.2.1. A mission statement that captures the particular purpose and focus of the heritage activity.

A2.3.2.2. Specific priorities that encompass broad areas of concern in order of importance.

A2.3.2.3. Goals that capture more specifically the intent and organizational change that represent how the mission is realized.

A2.3.2.4. Objectives and/or initiatives that detail specific action(s) for accomplishing the goals. These are specific targets and activities developed on a schedule and are performance-based.

**A2.4. Plan Elements.** Heritage activity plans have six elements, each of which contributes to the strategic plan: Exhibits, Collections, Facilities Utilization, Programs and Outreach, Financial, and Manpower.

A2.4.1. Exhibits. This element explains current and future presentation of artifacts, with the following components:

A2.4.1.1. A storyline that has a clear, concise statement of what topic(s) the heritage activity presents.

A2.4.1.2. An exhibit concept that details how the story is presented to the activity's audience.

A2.4.1.3. A multi-year exhibit schedule that provides a calendar of design, development, installation, and maintenance.

A2.4.1.4. A list of historical property, photographs, documents, and museum support articles (MSA) needed based on the exhibit concept and schedule. Take into consideration the amount of space (linear, vertical and cubic) each exhibit or display requires.

A2.4.2. Collections. The collection element provides a framework that heritage activities can use to determine, evaluate, and meet mission needs. In its most basic form it is a carefully considered list of historical property needed or desired to support the presentation of mission-specific stories. It should include the following components:

A2.4.2.1. The heritage activity's audience(s) and how their needs are served by the collections.

A2.4.2.2. A "needs assessment" based on a review of the strengths and weaknesses of the existing collections and their relation to the exhibit plan. This should discuss the significance of all historical property in the heritage activity's custody and how it applies to the exhibit plan.

A2.4.2.3. Manpower and budget resources available and projected to support existing and desired collections.

A2.4.2.4. Collection priorities based on both realistic and desired needs. Collection priorities should take into consideration both the acquisition of desired historical property and the disposition of historical property that is excess to need.

A2.4.3. Facility Utilization. All heritage activities will determine their facility needs to perform their mission. (T-1). Consult installation civil engineering for applicable guidance on detailed definitions, information, and specifications concerning environmental, safety, and

security. Heritage activities should take into consideration the following facilities planning factors:

A2.4.3.1. Space assessment:

A2.4.3.1.1. Number of occupants. This includes office and administrative space for the heritage activity personnel, volunteers, supporting private organization (PO), and contractor personnel.

A2.4.3.1.2. Work spaces, including but not limited to artifact receiving, processing, conservation and storage, reference materials and library, exhibit preparation, and fabrication.

A2.4.3.1.3. Public access spaces, including but not limited to exhibit, display, and assembly (i.e., special events, education, etc.). This factor should also reflect the number of expected visitors.

A2.4.3.2. Facility condition(s), including structure and building core systems (structure size and loading, plumbing, heating, ventilation, and cooling, fire protection, electrical, lighting, telecommunications, security systems).

A2.4.3.3. Site access condition(s) including landscape, walkways, parking and general outdoor lighting, and security criteria.

A2.4.3.4. Priorities for sustainment, repair, and modernization. Facility improvements and repair requirements become part of the installation's financial plan.

A2.4.3.5. Long-range capital improvements to include new facilities, major repairs, environmental, security, and resource protection improvements. New facilities drive a heritage activity's PO fund-raising efforts.

A2.4.4. Programs and Outreach. Heritage activities should identify special events or activities that may expand on a particular exhibit, artifact, historical person or event. Consideration is given to the resources necessary to support such events including but not limited to:

A2.4.4.1. Educational activities for military or civilian audiences, such as lectures, tours, demonstrations, or multimedia activities.

A2.4.4.2. Events which may include but are not limited to military ceremonies and other related, official quality of life activities.

A2.4.4.3. Printed publications for distribution.

A2.4.4.4. Electronic and online outreach that contact larger community and stakeholders.

A2.4.5. Financial.

A2.4.5.1. Based on the requirements identified in the exhibit, collection, facilities utilization, and programs and outreach elements, heritage activities submit a budget to supporting commander that outlines funding required for facility repair, improvement, modernization, exhibit construction, the Americans with Disabilities Act (ADA) modifications, etc.

A2.4.5.2. Determine which items can be accomplished by installation civil engineering and which can be accomplished through the activity's PO.

A2.4.5.3. Submit major construction requirements and plans to the PO for inclusion in their financial and fundraising plans.

A2.4.5.4. Include Operations and Maintenance (O&M) recurring and non-recurring requirements in the organization's financial plan (FINPLAN), including supplies, equipment, and services of a recurring and non-recurring nature.

A2.4.6. Manpower: Staffing should meet mission requirements. The staffing element should contain:

A2.4.6.1. An evaluation of the heritage activity's current manpower, both paid and unpaid.

A2.4.6.2. An assessment of future manpower needs based on the other elements detailed in the strategic plan.

A2.4.6.3. Projections for the education, training, and development needs of all staff.

### Attachment 3

#### USAFHP ETHICS STATEMENT

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

A3.1.1. Conduct business in a legal and moral manner, and avoid even the slightest appearance of impropriety such as the use of one's position or access gained from that position for personal gain. The USAFHP is subject to scrutiny not just by the USAF, but also by our professional peers and the public.

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

A3.1.3. Do not compete with the USAFHP or give the appearance of doing so. Do not pursue a collecting interest during leisure time if there is a potential for a conflict of interest with official duties.

A3.1.4. Do not accept gifts, discounts, or other favors from parties seeking to do business with the USAFHP. Exceptions to the above are set forth in the JER DoD 5500.7-R.

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

A3.1.6. Do not speak on behalf of the USAFHP unless so authorized.

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

A3.1.8. Manage all artifacts placed in the care of the USAFHP in a manner that assures long-term preservation. Do not use historical property in a consumptive manner.

A3.1.9. Maintain all official records in an accurate, thorough, and orderly manner.

A3.1.10. Accept only those items that meet the heritage activity's scope of collection statement.

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

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

A3.1.13. Only acquire artifacts with clear title.

A3.1.14. Appreciate the fact that the USAFHP is holding the National Historical Collection in trust for the benefit of future generations.

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

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

**A3.2. Training.** All civilian and military heritage activity employees (to include HPCs and volunteers) must complete the Museum Ethics Awareness Training annually. (T-0). NMUSAF maintains the training site, develops instructions/procedures for compliance, and notifies MAJCOM/HOs when training is due. MAJCOM/HOs will notify individual heritage activities of the training requirement, including new employees, and ensure they receive instructions for completing the training.



## Attachment 4

### EXHIBIT REQUIREMENTS

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

A4.1.1. The exhibit script should strive to appeal to a wide range of audience interest and sophistication.

A4.1.2. Use clear, concise, and readable language when writing exhibit scripts and labels.

A4.1.3. Heritage activities will display artifacts that are in stable condition and of good overall quality. (T-2)

A4.1.4. Ensure use of standard museum conservation methods for artifact support mounts. Refer questions about designs for artifact support mounts and mounting through the MAJCOM/HO to the NMUSAF Conservator.

A4.1.5. Heritage activities will not display original photographs, archival documents, or records. Use color laser or photographic copies instead. (T-2)

A4.1.6. Heritage activities will display artworks, graphic elements, photographs, and the exhibit cases that house them at heights easily viewed by visitors of all ages, including visitors with disabilities. (T-0)

A4.1.7. Heritage activities will use electronic or typeset systems to create exhibit titles, text, captions, labels, and signs. (T-3) Strive to create a uniform look for all exhibit text and graphics. Consider creating an exhibit label template.

A4.1.8. Heritage activities will use appropriately contrasting font color(s), sizes and type styles that are clear and bold enough to be easily read from a visitor's viewing position. (T-3)

A4.1.9. Heritage activities will not use hand-printed, hand-lettered, typewriter produced or calligraphy methods for exhibit titles, text, captions, labels, or signs. (T-3)

**A4.2. Exhibit Case Requirements.** Exhibit cases are well constructed of inert, flame-retardant quality materials and adhesives that inhibit entrance of vermin and dust. Heritage activities will address corrective action for cases not meeting the requirements noted below in exhibit plans. (T-1).

A4.2.1. Woods used in the exterior construction of display cases are of high quality hardwoods, poplar, pine, or exterior grade plywood. Any wood used on the interior of display cases is covered with laminate such as Formica or sealed by a double coat of high quality water-based polyurethane.

A4.2.2. All cases have concealed locking mechanisms or security head screws to ensure security. Doors over three feet have a minimum of two locks or a double locking mechanism.

A4.2.3. All interior surfaces are to be of inert, non-reactive, museum safe materials such as natural vegetable fibers like cotton, flax, hemp, jute, linen, and muslin. Natural protein substances such as silk may also be utilized. Synthetic materials that may be safely utilized include acrylic glues, acrylic paints, water-based polyurethane sealants, Formica type laminates, polyester, polypropylene, nylon, and acrylic fabrics and polyethylene foams such as ethafoam, microfoam, and volara 2.1. Any paper products used are acid-free such as 100% cotton rag board, Bainbridge "ALPHAMAT" and Gator Foam Board.

A4.2.4. If the case is already constructed of inert materials, the interior surfaces do not have to be painted. Allow freshly sealed exhibit cases 2 to 3 weeks to ventilate harmful vapors before installing artifacts.

A4.2.5. When possible, and in all new installations or when displaying sensitive or significant objects, use quarter-inch U/V filtering acrylic glazing exclusively for case vitrines. Where glazing surfaces join at an angle, bond and round the edges to prevent the insertion of a pry tool, and secure them to the cabinet base or to the wall. UF-3 (Rohm and Haas) or equivalent U/V light absorbing poly-acrylic (Plexiglas) should be used for the glazing of the cases and as a U/V light filtering barrier between the light source and the objects. Glazing materials are of glass, acrylics (Plexiglas), or polycarbonates (Lexan).

A4.2.6. Install U/V sleeves on fluorescent lights and utilize neutral density filtering film to reduce lux levels to acceptable range of 15 foot-candles or 150 lux.

A4.2.7. Ventilate exhibit cases as needed with, for example, 1- to 3-inch diameter ventilation holes. All holes have a louver and cotton baffle to filter dust and vermin. Install one 1-inch diameter hole per every 8 cubic feet of case space. Spaces larger than 8 cubic feet require one ventilation hole with up to a 3-inch diameter or multiple well-spaced 1-inch diameter holes. Baffling is maintained and changed periodically. In certain instances, ventilation fans may be used. Any case modifications needed should be agreed upon during the exhibit design phase.

A4.2.8. Proper museum-safe techniques and materials are used when mounting objects. The use of screws, nails, pins, staples, aquarium cement, double-sided tape, and other adhesive tape products is prohibited. Contact NMUSAF Conservator for additional guidance if needed.

A4.2.9. Fasten case tops securely to the glazing or to the cabinet base with screws that cannot be reached from the front. It cannot be possible to lift the top or to slide anything beneath it into the case.

A4.2.10. Set hinges for case doors on the inside when possible. It cannot be possible to reach the hinge screws from outside the case. Hinged openings have all hinge butts concealed or pins spot welded, or use a comparable security measure.

A4.2.11. Many materials are not recommended for use in the construction of exhibit cases or within the cases themselves. Common examples include the following: sulfur containing items such as wool, wool felt, leather, rubber, rayon fabrics, polystyrene, and vinyl; unsealed hardwoods or interior grade plywood, fiberboard or particle board which all have formaldehydes in their adhesives; polyvinyl chloride (PVC) containing plastics such as Sintra, and Kydex which "out-gas" hydrogen chloride; polyvinyl acetate containing glues, paints, and plastics which release acetic acid; paper products which are not acid-free such as

cardboard, non-acid-free matte board, Masonite, and other acid containing wallboard products.

A4.2.12. Security case standards. Build cases for historical property requiring IDS protection to the same specifications as standard cases with the following additional requirements:

A4.2.12.1. Heritage activities will construct the tops, backs, sides, and bottoms of wall-mounted cases of 3/4-inch exterior grade plywood or a material of equal or greater strength. (T-2)

A4.2.12.2. Heritage activities will construct the viewing surfaces of cases with panels of at least 1/4-inch thick plate safety glass, transparent acrylic plastic, or transparent polycarbonate plastic. (T-2)

A4.2.12.3. Security cases should have at least one alarm end device (such as a microswitch or magnetic contactor) between the artifact and its mount or the base of the case to detect tampering or removal. This device may be supplemented with any one or a combination of the following to secure significant artifacts: magnetic contact sensors on all case doors; microswitches or magnetic contact sensors under all glazing; vibration sensors in each case, preferably on the glazing.

A4.2.12.4. When possible, position alarmed exhibit cases so that museum staff can see them at all times. Do not install exhibits that allow unobserved access or tampering. If unavoidable (e.g. structural columns, load bearing walls, etc.), consider using additional security measures such as surveillance cameras. Heritage activities will conduct periodic testing IAW AFI 31-101, *Integrated Defense*, to ensure proper function of case alarms. (T-2)

**A4.3. Exhibit Lighting.** Keep lighting in the general exhibit areas at a level that promotes the safety and well-being of the artifacts. Use fluorescent lighting with U/V neutral density filtering protection, or incandescent or Halogen lighting that are properly filtered for U/V and lux. Heritage activities will not use incandescent fixtures or any heat-generating lighting for internal exhibit case lighting. (T-2)

A4.3.1. Light level for pigmented or dyed textiles, artwork, and manufactured goods cannot exceed 15 foot-candles or 150 lux.

A4.3.2. Construct and position ballast areas of fluorescent light fixtures to allow adequate ventilation of heat away from the case interior.

**A4.4. Exhibit Maintenance.** Establish standards, schedules, and procedures for cleaning and maintaining exhibits that best preserve the historical property on display.

A4.4.1. Dust exhibit furniture and freestanding objects as needed to maintain a clean, professional appearance.

A4.4.2. Examine artifacts within cases on a regular basis "through the glass" for deterioration. Heritage activities will examine questionable activity "behind the glass" if required. (T-2)

A4.4.3. Open exhibit cases on a scheduled basis. Dust cases and clean interior glass with housekeeping products and methods that do not harm artifacts. Consult NMUSAF Conservator for a list of acceptable products.

A4.4.4. Heritage activities will remove deteriorating artifacts from display and contact the NMUSAF Conservator for corrective actions. (T-2)

A4.4.5. Heritage activities will periodically inspect exhibit panels, cases, photographs, transparencies, signs and labels for any damage, wear, and fading. Repair or replace them as needed. (T-3)

A4.4.6. Heritage activities will maintain exhibits with working parts (such as interactive computer displays, touch screens or other mechanical devices) in good working condition. (T-3)

**A4.5. Exhibit Documentation.** Establish a project file for each exhibit, regardless of size. When complete, the file becomes historical reference material. Project files may include:

A4.5.1. The final exhibit script.

A4.5.2. A list of property currently displayed in the exhibit including accession or accountability numbers. Update as objects are added, changed, or removed from the exhibit.

A4.5.3. Photocopies with notes on reproduction specifications for any photographs displayed.

A4.5.4. Relevant correspondence associated with the exhibit.

A4.5.5. The preliminary design package, which may include:

A4.5.5.1. Drawing(s) of plan and elevations.

A4.5.5.2. Any renderings.

A4.5.5.3. Color scheme used.

A4.5.5.4. Graphics.

A4.5.5.5. Photographs of study models.

A4.5.6. Construction documents, which may include:

A4.5.6.1. Construction drawings and/or details.

A4.5.6.2. Dimensions and materials callouts.

A4.5.6.3. Finish treatments.

A4.5.6.4. Materials and parts list.

A4.5.6.5. Security hardware and alarm system, if required.

A4.5.6.6. Dimensions and cross-referenced notes on placement of graphics, copy, and artifacts.

A4.5.7. Materials manufacturer and sales source list, and if possible, as-built drawings and/or photographs of the finished exhibit.

A4.5.8. Photographic prints or digital photographs on disc, documenting finished exhibit in detail for security and record-keeping purposes.

## Attachment 5

### COMPLETING RADIATION SURVEY AND PERFORMING SWIPE SAMPLES

#### A5.1. Radiation Survey and Swipe Sample Analysis.

A5.1.1. This attachment assumes survey personnel (normally Installation RSO or designee) have some knowledge and experience in basic radiation protection and the use of radiation detection instrumentation. Survey personnel should work closely with HPC to ensure adequate familiarity with historic aerospace vehicles that may contain radioactive material. See Chapter 9 for additional information about radiation safety.

A5.1.2. Aerospace vehicle/component radiation survey documentation includes the requirements listed in AFI 48-148. HPC, working with Installation RSO or designee, will complete the documentation accurately since it becomes the historical radiation file for the respective aerospace vehicle, artifact, or RSI. (T-1)

#### A5.2. Survey Log (AF Form 3583). RSO or designee completes the Survey Log as follows:

A5.2.1. Section 1: Aerospace Vehicles. Complete this section of the Survey Log for surveys of aerospace vehicles.

A5.2.1.1. Box 1A: Survey date. Note date (yyyy-mm-dd) that survey is being conducted.

A5.2.1.2. Box 1B: Survey performed by. Include first and last name of individual conducting the survey, and full name of organization (no organizational symbols) in which that individual serves.

A5.2.1.3. Box 1C: Installation. Note installation where survey is being performed.

A5.2.1.4. Box 1D: Accession Number. This number is assigned as a tracking tool for all historical property. Obtain accession number(s) from the DD Form 1149 used as a receipt for the item. To identify radioactive components installed on an aerospace vehicle, use the vehicle's accession number.

A5.2.1.5. Box 1E: Vehicle Mission/Design/Series. Enter the type of aircraft, missile, or drone being surveyed (e.g. F-105G, B-25B, AGM-28A, CIM-10A, RQ-4A, GTD-21B).

A5.2.1.6. Box 1F: Vehicle Serial Number. Obtain this number from the DD Form 1149. This number also appears on the aerospace vehicle identification plate permanently affixed to the inside of the airframe.

A5.2.1.7. Box 1G: Radiation Detection Instrument Information. Note the type of instrument used, manufacturer, model number, serial number, and the date calibrated in the spaces provided.

A5.2.1.8. Box 1H: Inventory and survey information. Complete boxes 1 and 2 and columns 3-10 for each radioactive component in/on the aerospace vehicle.

A5.2.1.8.1. Box 1: Background Radiation Level. Using a radiation detection instrument, document background radiation level and record in space provided.

A5.2.1.8.2. Box 2: Exterior Vehicle Public Dose Level. Using a radiation detection instrument, capture dose level no less than 30 centimeters (about one foot) from

exterior of aerospace vehicle. If vehicle is displayed behind stanchions, rails, fencing, or other barrier, capture dose rate from that barrier (i.e. where the public would normally stand to view). Dose level should be captured from exterior area where most of the radioactive components or material are located (cockpit, tail section, wing, etc.).

A5.2.1.8.3. Column 3: Item Number. Number all radioactive components within the aerospace vehicle in sequence. Place this number on the 1/4-inch red dot, diagram, or photograph used to identify the item as radioactive (see [paragraph 9.5.7](#)).

A5.2.1.8.4. Column 4: Location description of item. Specify the radioactive component's location (e.g. pilot or co-pilot seat instrument panel, fuselage station number). If location cannot be identified contact NMUSAF RSO.

A5.2.1.8.5. Column 5: Nomenclature. Describe the radioactive component (e.g. compass, toggle switch, circuit breaker, counterweight).

A5.2.1.8.6. Column 6: Radioactive Material. Complete as follows: if the component is a skin panel, the isotope (radioactive material) is probably Th 232 (thorium); radioactive material on dials, gauges, circuit breakers, toggle switches, etc. are probably Ra 226 (radium); the radioactive material on counterweights are depleted uranium (DU). If the radioactive material is unknown, mark column with a question mark (?) and contact NMUSAF RSO.

A5.2.1.8.7. Column 7: Device Dimension (Inches). Measure the component's diameter in inches.

A5.2.1.8.8. Column 8: Activity ( $\mu\text{Ci}$ ). Note the amount of radioactivity in the item in units of microcuries ( $\mu\text{Ci}$ ). Refer to "Activity Determination Rules of Thumb" reference spreadsheet in NMUSAF Sharepoint site at <https://cs3.eis.af.mil/sites/OO-ED-AF-22/default.aspx> for calculating this information.

A5.2.1.8.9. Column 9: Public Dose Rate (mR/hr). Enter gamma measurements of the public dose rate in milliRoentgens per hour (mR/hr). Public dose measurements should be determined using a pressurize ionization chamber (PIC) which is the most appropriate radiation monitoring instrument. Where applicable, measurements for aircraft are obtained at each crew station, i.e. pilot, co-pilot, navigator, etc. Annotate this column to clearly reflect these different crew stations. In addition, an exterior measurement of the aerospace vehicle is obtained, at chest level, from a location where members of the public would normally stand to view the display. Note: for the purposes of determining public dose, one mR/hr for x and gamma radiation equals one millirem/hr. The public dose standard is 2 millirem in any one hour and less than 100 millirem per year.

A5.2.1.8.10. Column 10: Swipe (yes/no). Take a swipe sample of all intact radioactive components. Enter a "Y" or "yes" when the swipe has been taken, or "N" or "no" if for some reason the swipe is not taken at time of survey. Submit swipes to the USAF School of Aerospace Medicine, USAFSAM/OEHH, 2510 Fifth Street, Area B, Building 20840, Wright-Patterson AFB, OH 45433-7913. Any questions on proper swipe submittal processes or procedures should be directed to this office as well. NOTE: Do not take swipe samples from items containing unprotected radium

paint. Swipe-sampling such items is presumed to indicate removable radium contamination and may create additional contamination by dislodging the fragile paint. Items containing unprotected radium paint include radioluminous circuit breakers, flight instruments with broken glass, and diluter-demand oxygen regulators from propeller-driven aircraft and some early jets.

A5.2.1.9. Use additional forms as needed and number pages sequentially.

A5.2.2. Section 2: Aerospace Component (non-vehicles). Complete this section of the Survey Log for surveys of individual components not attached to an aerospace vehicle.

A5.2.2.1. Box 2A: Survey date. Note date (yyyy-mm-dd) that survey is being conducted.

A5.2.2.2. Box 2B: Survey performed by. Include first and last name of individual conducting the survey, and full name of organization (no organizational symbols) in which that individual serves.

A5.2.2.3. Box 2C: Installation. Note installation where survey is being performed.

A5.2.2.4. Box 2D: Radiation Detection Instrument Information. Note the type of instrument used, manufacturer, model number, serial number, date calibrated in the spaces provided.

A5.2.2.5. Box 2E: Inventory and survey information. Complete columns 1-8 for each radioactive component.

A5.2.2.5.1. Box 1: Background Radiation Level. Using a radiation detection instrument, document background radiation level and record in space provided.

A5.2.2.5.2. Column 2: Accession/RSI number. Obtain accession numbers from the DD Form 1149 used as a receipt for the item. RSI numbers are an accountability tracking number different than an accession number and maintained locally (see [paragraph 6.2.4](#)).

A5.2.2.5.3. Column 3: Nomenclature. Describe the radioactive component (e.g. compass, toggle switch, circuit breaker, counterweight).

A5.2.2.5.4. Column 4: Display/storage location. Specify the radioactive component's location (e.g. exhibit gallery and/or display case number, storage room/drawer/cabinet location).

A5.2.2.5.5. Column 5: Radioactive Material. Complete as follows: if the component is a skin panel, the isotope (radioactive material) is probably Th 232 (thorium); radioactive material on dials, gauges, circuit breakers, toggle switches, etc. are probably Ra 226 (radium); the radioactive material on counterweights are depleted uranium (DU). If the radioactive material is unknown, mark column with a question mark (?) and contact NMUSAF RSO.

A5.2.2.5.6. Column 6: Device Dimension (Inches). Measure the item's diameter in inches.

A5.2.2.5.7. Column 7: Activity ( $\mu\text{Ci}$ ). Note the amount of radioactivity in the item in units of microcuries ( $\mu\text{Ci}$ ). Refer to "Activity Determination Rules of Thumb"



reference spreadsheet in NMUSAF Sharepoint site at <https://cs3.eis.af.mil/sites/OO-ED-AF-22/default.aspx> for calculating this information.

A5.2.2.5.8. Column 8: Public dose rate (mR/hr). Enter gamma measurements of the public dose rate in milliRoentgens per hour (mR/hr). Measurements should be determined using a pressurize ionization chamber (PIC) which is the most appropriate radiation monitoring instrument. Determine public dose by placing the PIC at 30 centimeters (approximately one foot) from the artifact and let the PIC stabilize for 15-20 seconds before annotating the reading (milliR/hr). Note: for the purposes of determining public dose, one mR/hr for x and gamma radiation equals one millirem/hr. The public dose standard is 2 millirem in any one hour and less than 100 millirem per year.

A5.2.2.5.9. Column 9: Swipe (yes/no). Take a swipe sample of all intact radioactive components. Enter a "Y" or "yes" when the swipe has been taken, or "N" or "no" if for some reason the swipe is not taken at time of survey. Submit swipes to the USAF School of Aerospace Medicine, USAFSAM/OEHH, 2510 Fifth Street, Area B, Building 20840, Wright-Patterson AFB, OH 45433-7913. Any questions on proper swipe submittal processes or procedures should be directed to this office as well. NOTE: Do not take swipe samples from items containing unprotected radium paint. Swipe-sampling such items is presumed to indicate removable radium contamination and may create additional contamination by dislodging the fragile paint. Items containing unprotected radium paint include radioluminous circuit breakers, flight instruments with broken glass, and diluter-demand oxygen regulators from propeller-driven aircraft and some early jets.

A5.2.2.6. Use additional forms as needed and number pages sequentially.

**A5.3. Swipe Sample.** As of the publication of this guidance, swipe samples are collected and submitted for analysis by USAFSAM/OE IAW Air Force Research Laboratory's *Laboratory Sampling Guide* (AFRL-SA-WP-SR-2012-0008), available at <http://www.dtic.mil>. Maintain swipe sample analysis report(s) received from USAFSAM/OE in the item's accession folder, RSI file, or individual aerospace vehicle file. Use of AF Form 3584 has been rescinded and the form is now obsolete. AF Form 3584s that document *previous* swipe analyses collected *prior* to the date of this publication are acceptable and should be retained.

## Attachment 6

### UNIT MEMORABILIA

**A6.1. Inactivating organizations seeking to preserve specific historically or heraldically unique items as unit memorabilia:** Are advised to carefully consider what should be included in unit memorabilia boxes. A good rule of thumb is to consider what would be important or significant were the organization to reactivate (see [6.2.3](#) and [6.2.7](#)). The following kinds of items are recommended for inclusion:

A6.1.1. Photographs of all significant events in the unit's history as well as any unique items. Label photographs with as much specific information as possible including but not limited to date, place, event, and names of people pictured. Any digital media submitted is in a PDF format.

A6.1.2. Copy of unit lineage and honors statement and *color* photographs of heraldic emblem. If the unit had a mascot, document it.

A6.1.3. Color photographs of the colors, markings, and insignia of the unit's aircraft. Include squadron and installation commander's special markings when applicable. Include vehicles and other equipment, if unique.

A6.1.4. Clothing items including but not limited to scarves, baseball caps and patches; you may include morale patches and gaggle patches, but distinguish each. Include two examples of each where possible.

A6.1.5. Significant competition trophies and awards. Avoid sports trophies, gifts from visiting dignitaries, or minor awards of only local interest.

### **A6.2. Preparing, packing, and mailing unit memorabilia boxes.**

A6.2.1. Unit coordinates with their MAJCOM/HO prior to preparing a unit memorabilia box.

A6.2.2. Avoid including delicate, fragile, or easily breakable items. Remove glass from framed documents or photographs.

A6.2.3. Include an inventory of all items in the box and provide MAJCOM/HO a copy. Ensure each item on the inventory includes an explanation regarding its significance. This assists those who may access the box should the unit reactivate (see [Figure A6.1](#)).

A6.2.4. See [paragraph 6.2.7.2](#) for specifics on what kind of box to use. Box size cannot exceed 43" x 31 3/4" x 20 1/2", and 75 lbs. As a rule, the smaller the box, the better.

A6.2.5. Units sending only flags, guidons, and related streamers may pack items in a padded mailing envelope instead of a box.

A6.2.6. If shipping via United States Post Office (USPS), send to: NMUSAF/MUC; 110 Spaatz Street, Wright-Patterson AFB OH 45433-7102.

A6.2.7. If shipping via any other commercial provider (e.g. Federal Express, United Parcel Service) send directly to NMUSAF/MUC at: NMUSAF/MUC; 2601 E Street, Area B, Bldg 5, Door 17; Wright-Patterson AFB OH 45433-7102.

**Figure A6.1. Sample Unit Memorabilia Inventory Form**

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

## Attachment 7

## SELECTED BIBLIOGRAPHY ON MUSEUM OPERATIONS

Figure A7.1. Selected Bibliography on Museum Operations

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