



DEPARTMENT OF THE AIR FORCE
NATIONAL MUSEUM OF THE UNITED STATES AIR FORCE™
1 100 SPAATZ STREET
WRIGHT-PATTERSON AIR FORCE BASE OHIO 45433-7102

National Museum of the United States Air Force's (NMUSAF) Civilian Museum Loan Program

Thank you for your interest in the National Museum of the United States Air Force's (NMUSAF) Civilian Museum Loan Program. The program is an important part of our mission and brings United States Air Force (USAF) history to a wider audience and assists civilian institutions in fostering a deeper appreciation and interest in aerospace history and technology. Title 10 of the United States Code (USC), Section 2572 authorizes the Secretaries of all the military services to engage in loans to civilian organizations by making available "excess combat materiel". The Secretary of the USAF has delegated this authority to NMUSAF and since the 1970s we have been loaning aerospace vehicles and aviation related artifacts to qualified civilian museums.

NMUSAF requires that any museum seeking to borrow artifacts first undergo a pre-loan certification process to determine eligibility. This process insures that requesting museums meet specific requirements that are based in public law, USAF regulations and instructions, as well as professional museum standards. The material below and attached is designed to provide information about NMUSAF's loan program and the pre-loan certification process.

NOTE: Inquiries regarding loans to cities, counties, municipalities and veterans' organizations should be directed to NMUSAFM's Community Static Display Program at Community Static Display Program via email at nmusaf.muc.staticdisplay@us.af.mil or via regular mail at 1100 Spaatz St, Wright-Patterson AFB OH 45433-7102.

A. Definitions

- Historical property: *any* tangible item of property that has been formally accessioned and is a part of NMUSAF's object collection.
- Aerospace vehicles: aircraft, missiles, and any major components thereof

B. Eligibility

In accordance with 10 USC §2572, the following organizations are eligible to apply for the loan of USAF historical property from the NMUSAF:

1. Any domestic museum, historical society or institution operated by a governmental entity [10 USC §2572 (a)(3)].
2. Any foreign museum operated as an official entity of the national government [10 USC §2572 (a)(3)].
3. Any domestic incorporated museum operated and maintained for educational purposes only and whose charter denies it the right to operate for profit [10 USC §2572 (a)(4)].

NMUSAF uses the definition of *museum* contained in the Federal Property Management Regulations to further determine eligibility. As such, NMUSAF requires that any museum interested in borrowing artifacts meet the following additional eligibility criteria.

Museums must be:

1. Structured on a permanent basis, own or use tangible objects, and exhibit them to the public on a regular basis.
2. Employ at least one, full-time, paid professional staff compensated with an hourly or salaried wage commensurate with industry standards. Please note: NMUSAF defines full-time as employed at least a 37 hour week earning an hourly or salaried wage commensurate with industry standards. If necessary we will request documentation of pay to ensure verification of this requirement.
3. Established and have a demonstrated record of professional performance, institutional viability and the resources sufficient to ensure the security and conservation of loaned artifacts. The NMUSAF does not loan to “start-up” museums or to those that don’t yet meet the above requirements.

C. Certification

Any civilian museum seeking the loan of historical property must first successfully complete NMUSAF’s pre-loan certification. The goal of certification is to ensure that artifacts are only loaned to museums truly able to manage and maintain them. These standards are based on established professional museum practices supported by organizations such as American Alliance of Museums (AAM), Institute of Museum and Library Services (IMLS), and International Council of Museums (ICOM).

Those interested in borrowing aerospace vehicles or other artifacts should consider carefully the short and long term resources needed to meet NNUSAF’s loan obligations. For example, certified museums will be required to pay for any preparatory work required to "safe" aerospace vehicles for public display (e.g. de-militarization, hazardous material removal), as well as dis-assembly, transport, re-assembly, mounting/stabilization, and any initial restoration needed. There are also long term maintenance and preservation costs to consider as well. In terms of both initial and long term costs, all this can prove to be a costly undertaking.

Application process. Museums seeking to be certified should submit a written request for certification, on their official letterhead, to:

Civilian Museum Certification Administrator NMUSAF/MUC
1100 Spaatz Street
Wright-Patterson AFB OH 45433-7102

The application must also provide the following documents:

1. Articles of Incorporation and the museum's charter. Government owned and operated museums (local, state, federal) should submit written evidence of their government status.
2. Proof of incorporation as a non-profit corporation or entity in the state where physically located. Government owned and operated museums need not submit.
3. Final IRS tax-exempt determination notification. Government owned and operated museums need not submit.
4. By-laws; please ensure they are signed and dated or include a statement attesting to their currency by a corporate officer.
5. Interior and exterior photographs of buildings, exhibits, restoration facilities, storage facilities and any other physical assets of the museum. You may include (color) copies of pamphlets, rack cards or newsletters if they contain relevant images of your facilities.
6. Financial documents: A) most recent Internal Revenue Service (IRS) Form 990, including all schedules; B) most recent audited financial statements; C) projected budget for next operating year. Government owned and operated museums do not need to submit item A but should submit items B and C.
7. Proof of insurance to include name of carrier, limits of liability and period of coverage. If your museum is government owned and operated or otherwise self-insured, please include a letter, on official letterhead, detailing self-insured status, signed by a corporate officer.
8. Museum scope of collections statement and collections management policy.
9. Resumes for key paid staff members (e.g director, curator, registrar, etc).
10. Completed NMUSAF Museum Evaluation Checklist (provided upon inquiry).
11. Accreditation certification by the American Alliance (formally Association) of Museums (AAM) if applicable.

Foreign museum applicants. NMUSAF does loan to foreign museums and welcomes inquiries from those interested in borrowing historical property. However, NMUSAF only loans to foreign museums that are state organized and managed. Private museums unaffiliated with their respective national governments are not eligible to receive loans. State organized and managed foreign museums are still required to complete the full certification process. As such they must still meet requirements and conditions outlined in this document. However, requested application materials (above) may be modified to accommodate differences in official documentation.

Evaluation Process. The evaluation of a museum requesting certification is divided into two parts, administrative and operational.

- **Administrative:** Requesting museums must meet the legal requirements of 10 USC §2572. During the administrative evaluation the Certification Program Administrator will review a museum's application package and then forward it on to Headquarters, Air Force Materiel Command, Staff Judge Advocate Offices who will make a legal determination of eligibility.

Operational: Following a favorable legal determination and completion of the administrative evaluation, an on-site visit is required. Site visits will be made by a member of an NMUSAF staff person and will be at the expense of the requesting museum. During the site visit, a close assessment of museum operations will be conducted using the NMUSAF Museum Evaluation Checklist. The NMUSAF Director may waive the site visit requirement if the museum is accredited by AAM.

Once the site visit has been completed the Certification Program Administrator will draft a trip report and make a formal recommendation in favor of or against certification. This report is reviewed by selected NMUSAF staff and approved by the NMUSAF director, who makes the final determination and officially awards certification. Certification generally takes between 3-6 months to complete. However, this timeline is subject to many variables including (but not limited to) application assembly time, any requests for additional or follow-on documentation, scheduling a site visit, or drafting the trip report. Requesting museums are advised to plan for at least 6 months and alert the Certification Program Administrator to any special needs or circumstances.

D. Loan Conditions

Certification. Civilian museums must be certified prior to borrowing any artifacts.

Availability. Generally, only aerospace vehicles are considered for loan. Museums interested in borrowing other kinds of artifacts must first be certified and then meet additional care and maintenance requirements. All loans are subject to the availability of requested artifacts.

Loan duration. Loans of all artifacts, especially aerospace vehicles, are generally made with the understanding they will remain with the borrowing museum for an extended period. The cost and effort associated with assuming a loan (e.g. crating or disassembly, transport, site preparation, etc.) make short term loans unfeasible. However, all loans are subject to an annual loan renewal process that includes signing a loan agreement and submitting photographs of loaned artifacts, and verifying insurance coverage. As such, NMUSAF does not consider any of its loans *permanent* and reserves the right to recall any loaned historical property, at any time, to meet the needs of NMUSAF or the USAF.

Loan expenses. In accordance with 10 USC §2572, historical property is loaned at no cost to the government. Further, property is made available to borrowing museums on an "as is-where is" basis. Borrowers will also be responsible for all costs associated with the long term care and maintenance of the loaned artifacts. Any repairs, restoration work, additions or upgrades performed on loaned aerospace vehicles become the property of the USAF and should only be initiated with the approval and guidance of NMUSAF. Finally, any costs associated with the recovery and/or disposition of loaned artifacts due to museum closure or termination will be borne by the borrowing museum.

No-fly policy. Aerospace vehicles on loan from NMUSAF will not, under any circumstances, be

flown or restored to flying condition. Failure to observe this condition will result in the immediate repossession of the loaned property by the USAF, at the borrowing museum's expense, and possible criminal prosecution.

E. Availability and Condition of Property

Once certified, civilian museums will work closely with NMUSAF's Collection Management Division staff to make specific loan requests, establish a loan account, and successfully manage and meet loan responsibilities.

Requesting specific property. Certified museums are directed to contact NMUSAF Collection Management Division staff with written requests for specific aerospace vehicles or other artifacts. Requests for aerospace vehicles will be added to NMUSAF's master vehicle request list according to the date of the original request. Military requests are filled prior to those by civilian museums.

Variables affecting loan of historical property. A variety of issues or circumstances may affect placement of aerospace vehicles or other artifacts with certified museums. They include but are not limited to:

- **Military vs. civilian request.** Military and/or DoD requestors are filled first, then civilian museum requests.
- **Specificity of request.** Some requestors are looking for very specific aerospace vehicles, either by model, design, series, tail number, etc. The more specific the request the longer it will take to fill.
- **Proximity.** The proximity of a requesting museum to an aerospace vehicle available for loan may affect its placement. Costs associated with transport and relocation are taken into consideration when determining placement.
- **Ability to house indoors.** NMUSAF requires that some aerospace vehicles be displayed indoors only. For example, ones constructed primarily of wood, fabric or other sensitive materials; rare or one-of-a-kind vehicles. Museums with outdoor display areas only will not be considered for loans of such aircraft. Museums requesting non-vehicle artifacts will be subject to additional display, conservation, and security requirements.
- **Controlled material.** Classified material, radioactive components, or any items that might pose a safety hazard to the public will be removed from all artifacts prior to loan. Additionally, certain components may need to be removed from aerospace vehicles on loan to meet an operational requirement of the USAF. Any such requests should come through NMUSAF who will then work with the civilian museum to accomplish. All material removal will be accomplished in such a way that ensure the aerospace vehicle will be externally complete and remain intact for display.

Borrower obligations

- **Care and Preservation.** Civilian museums will provide proper care and maintenance to all artifacts placed on loan to them. Detailed responsibilities and care requirements are contained in the loan agreement and attachments.

Consideration must be given to the costs (financial, manpower, resources, tools and equipment) necessary to provide this care and maintenance, *prior* to the loan going into effect. Potential borrowers should recognize that in accepting an item for display, particularly an aerospace vehicle, they incur a significant maintenance responsibility including (but not limited to) annual upkeep, periodic painting, repair of damage, day-to-day care and clean-up. These responsibilities collectively impose a cost to the borrower that must be considered when the request is submitted.

- **Insurance.** Civilian museums interested in borrowing artifacts must be properly insured. Specifically, they must possess insurance coverage for all loaned artifacts on an all-risk, wall-to-wall basis and furnish NMUSAF with proof of such insurance. Self-insured museums will be required to submit a written and signed statement attesting to their ability to reimburse the NMUSAF in the case of damage, loss, or destruction of loaned artifacts. Once a certified museum has established a loan account with NMUSAF and has artifacts on loan, they will be required to submit proof of insurance as a part of the annual loan renewal process.
- **Failure to maintain standards.** Certified museums that fail to either maintain NMUSAF certification standards or to meet loan agreement requirements may be required to return all loaned artifacts at their expense.

F. Conclusion

NMUSAF's Civilian Museum Loan Program is an important way to honor and showcase the USAF and we appreciate the time and effort museums expend to present USAF history and heritage to the public. NMUSAF looks forward to working with interested civilian museums.

For more information please contact the NMUSAF's Civilian Museum Certification Administrator via email at NMUSAF.MUC.Certification@us.af.mil or via phone at (937) 255-4692.

Attachment:

1. Certification Frequently Asked Questions