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OPR: HQ AFMC/HO
(Ms. Laura N. Romesburg)

Certified by: HQ AFMC/HO (Mr. John D. Weber)
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This supplement provides guidance and procedures specific to AFMC organizations. Center and Wing supplements are not encouraged. If developed, the supplements must be coordinated with HQ AFMC/HO prior to publication. This supplement does not apply to the Air National Guard or US Air Force Reserve units and members.

AFI 84-104, 1 December 1999, is supplemented as follows:

1.3. AFMC/HO is accountable for all artwork loaned to any subordinate unit of AFMC. Designated accountable officers will coordinate any activity or issue relating to borrowed artwork through AFMC/HO.

1.3.1. Commanders and chiefs of organizations authorized to display original artwork must send AFMC/HO a copy of the appointment memorandum with address, voice number, FAX number and email address of designated accountable officer.

1.3.2. Each newly appointed accountable officer must take initial inventory of loaned artwork. New officers must date and sign inventory listing and send it to AFMC/HO.

1.3.8. (Added) Each newly appointed accountable officer must sign a Conditions of Loan agreement (Attachment 2) and send to AFMC/HO.

2.3. The following organizational levels and locations within AFMC are eligible to display original artwork from the AF Art Collection:

2.3.6.1. (Added) Front office groups of HQ AFMC two-letter staff and functional organizations.

2.3.6.2. (Added) Command sections of Product, Logistics, Test, and Specialized Centers, or equivalent, commanded by a general officer or senior executive service civilian.

2.3.14. Accountable officers will contact AFMC/HO to return artwork no longer wanted. AFMC/HO will give the accountable officer a receipt for the returned artwork, update the organization's art inventory, and provide an updated version to the accountable officer.

2.6. Accountable officers will immediately report loss or damage of borrowed art to AFMC/HO.

2.6.4. The accountable officer responsible for the lost, stolen, or damaged artwork must forward the report of survey through AFMC/HO to AFAPO within 30 calendar days of discovery.

Attachment 2**CONDITIONS OF LOAN**

This artwork belongs to the U. S. Air Force Art Collection, and has been loaned to AFMC by the Secretary of the Air Force. It must remain at this location. It is assigned to HQ AFMC/HO and cannot be transferred to another office or location without the permission of the Air Force Art Program Office (AFAPO). The AFMC POC for all U. S. Air Force artwork on loan to this MAJCOM is _____, HQ AFMC/HO (DSN _____). Contact the AFMC POC before moving this artwork from its present location. Report any damage or loss immediately. The AFMC POC will conduct an art inventory annually. If the artwork is recalled by AFAPO or requires shipment for repairs, it is the responsibility of the undersigned organization to make arrangements for and pay for shipping to its new destination. By signing these conditions, you agree to abide by the AFAPO Instruction-9, *Guidelines for Accountable Officers* (Atch 3), contacting the AFMC POC first on any art issues. For additional information about the U. S. Air Force Art Collection and its safekeeping, see AFI 84-104.

I have read and understand the loan conditions of the USAF Art assigned to my organization.

Accountable Officer/Organization/Date

Attachment 3 (Added)**TITLE****OFFICE INSTRUCTION-9****10 JANUARY 2002****AIR FORCE ART PROGRAM****GUIDELINES FOR ACCOUNTABLE OFFICERS****Air Force Art Program**

As Accountable Officers for the Air Force Art Program, (AFAPO), you are stewards of a great treasure entrusted to your care; a part of the history of air and space power and the U.S. Air Force. Your responsibility to oversee the safety, security, and preservation of the valuable artwork in our collection must be taken seriously. It is imperative that all guidelines are strictly followed.

Restrictions

1. No art may be relocated to another office, or exchanged between agencies without the approval of the AFAPO.
 - 1.1. No art may be altered or otherwise changed (for example, reframe art to match office decor, remove glass or paint these frames, etc.
 - 1.2. No art may be stored by the borrowing agency except during office cleaning or short-term renovation requiring removal of the art from office walls. In this event, art will be stored for no more than 2 weeks, unless approved by the (AFAPO).
 - 1.3. Art cannot be photographed or otherwise reproduced for publication without the permission of the (AFAPO).

Display and Storing Art

2. Carry art works with two hands, supporting the bottom and side or bottom and top. Never carry art by the top of the frame only or by the hanging wire. Two or more persons together should lift a heavy or large artwork.
 - 2.1. Do not display paintings, drawings, or sketches in direct sunlight; directly under fluorescent lighting, over heat registers, or over copy machines. Also, carefully monitor lighting in storage areas to avoid deterioration of the art. Avoid natural sunlight, keep artificial light to a minimum, cover fluorescent tubes with ultraviolet filters, and limit the use of incandescent lamps. Turn lights off when no one is in store-room.
 - 2.2. Display and store paintings, drawings, and sketches in locations where the temperature can be maintained at 65-75 degrees Fahrenheit and the relative humidity can be maintained at 40-55 percent.
 - 2.3. Use at least two hooks spaced several inches apart to support an artwork on display. This is more stable than one hook, and helps keep the artwork straight. Ensure that the surface on which the artwork is to be hung is strong enough to support it.

2.4. If artwork is under glass, glazing material may have to be cleaned occasionally. When using an aerosol or pump spray can, spray the cleaning cloth-not the artwork. This will ensure that the liquid does not seep underneath the glazing. Never use cleaners or solvents of any type on the surface of a painting. Dust may be removed with a very soft cotton cloth or a fine, synthetic-hair artist's brush.

2.5. Artwork should be stored in an upright, as opposed to a flat, position. If slotted or hanging storage racks are not available, store art works of similar size together (face-to-face and back-to-back) leaning against a wall or secure surface. Place a layer of cardboard between works to buffer and absorb their weight, never stack more than a few works together at a time. Be aware that hanging wires and hooks can puncture canvases as well as scratch glazing and framing materials. Always ensure that stored works are raised at least 6 inches above floor level with wooden or foam supports.

Should any damage occur, make a written and photographic assessment and contact the (AFAPO). **Do not have the damage treated by a conservator or other professional without prior approval.** (If located in the Pentagon, call the Air Force Art Program.)

ROBERT J. ARNOLD

Director, Air Force Art Program Office (AFAPO)

703-697-6629

DSN 227-6629

JOHN D. WEBER

Command Historian