

Historical Activities

Army National Guard Museums, Museum Activities and Historical Property

By Order of the Secretaries of the Army and the Air Force:

RUSSELL C. DAVIS
Lieutenant General, USAF
Chief, National Guard Bureau

Official:

MICHAEL S. MILLER
Colonel, USAF
Chief, Office of Policy and Liaison

History. This printing publishes a revision of NGR 870-20.

Summary. This regulation prescribes the procedures for establishing and administering Army National Guard (ARNG) museums, museum activities (formerly historical holdings) and historical property.

Applicability. This regulation applies to the ARNG.

Proponent and exception authority. The proponent for this regulation is Chief, NGB-PA. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

Management Control Process. This regulation is not subject to the requirements of AR 11-2 (Management Control). It does not contain management control provisions.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Chief, National Guard Bureau, ATTN: NGB-PA, 1411 Jefferson Davis Hwy, Arlington, VA 22202-3231.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Chief, National Guard Bureau, ATTN: NGB-PA, 1411 Jefferson Davis Hwy, Arlington, VA 22202-3231.

Distribution: Special.

Table of Contents

- 1-1. Purpose
 - 1-2. References
 - 1-3. Explanation of abbreviations and terms
 - 2-1. Responsibilities
 - 2-2. Establishing a museum, museum activity or historical collection
 - 2-3. Accountability for Federal historical property
 - 2-4. Funding
 - 2-5. Channels of communication
-

1-1. Purpose This regulation prescribes the procedures for establishing and administering Army National Guard (ARNG) museums, museum activities (formerly historical holdings) and historical property. It applies in the States and Territories where the State Adjutant General has requested and been approved by the U.S. Army Center of Military History (CMH) to collect, access, preserve, store, account for, de-militarize and value historical artifacts and art for training, and development and interpretation of National Guard and State military history and heritage.

a. This regulation applies to the management of and accountability for artifacts from the Army Historical Collection, Federal property under the control of the ARNG, and other Federal property as appropriate.

b. Except for items identified under the Archaeological Resources Protection Act (16 U.S.C. 470aa-mm) or the Native American Graves Protection and Repatriation Act (25 U.S.C. 3001 et seq.), this regulation does not govern or control the collection and management of artifacts collected from the State, private organizations, or individuals. This State-owned historical property will be managed IAW directives established by the State Adjutant General.

c. Commanders, supervisors and managers at all levels will ensure compliance with applicable policies of Army Regulation 870-20, and with guidance from the National Guard Bureau's Army Logistics Division (NGB-ARL) on procedures for accounting for and transferring Federal historical property.

1-2. References Required and related regulations are listed in Appendix A. Prescribed and referenced forms are also listed in Appendix A. Additional references are identified in Appendix A of AR 870-20.

1-3. Explanation of abbreviations and terms Abbreviations and special terms used in this regulation are explained in the glossary.

a. Army Museum. A museum that has been designated by the U.S. Army CMH as meeting the standards set out in AR 870-20. Those museums will be certified as official army museums and recognized with an appropriate certificate from the Department of the Army.

b. Army Museum Activity. A museum activity is defined as an organization performing the functions of a museum (exhibits, tours, training, educational programs, etc.) without having met the minimum standards of a certified Army museum as outlined in AR 870-20. Most Army National Guard museums will be officially classified as Army National Guard museum activities. All museum activities must continue to strive to meet the standards for a certified museum as set forth in AR 870-20.

c. Historical Collection. A historical collection is defined as:

(1) A collection of artifacts displayed in a regimental room, trophy room, armory, visitor's center, exhibit area or other type of display, not recognized by the U.S. CMH as a museum or museum activity.

(2) A collection of historical artifacts (including archaeological artifacts) secured, preserved, accounted for, and stored on an installation.

(3) A collection of historical artifacts in an officers club, non-commissioned officers club, chapel, lobby, headquarters building, or armory.

(4) A collection of artifacts such as tanks, artillery, vehicles, aircraft or other items that are displayed in front of buildings (including armories), on a parade ground, at an airfield, in parks, or at other locations around the State.

d. U.S. Army Historical Collection. The Army Historical Collection is that part of the National Collection of the United States of America which is administered by the U.S. Army CMH. While individual National Guard museums and museum activities may contain State-owned property, all Federally-owned historical artifacts held by any Army agency, organization, or unit, including those held by the National Guard, are part of the Army Historical Collection and will be accounted for, cataloged, preserved, transferred, and disposed of IAW AR 870-20 and AR 710-2.

e. Native American. For purposes of this regulation, Native American refers collectively to American Indians, Alaska Natives, and Native Hawaiians.

2-1. Responsibilities

a. The U.S. Army CMH will control and ensure accountability of all Army historical artifacts and art, per statutory requirements, to include management of automated and manual programs designed to provide continuous

tracking of all historical artifacts and artwork within the U.S. Army. The Chief Curator of the Army at the U.S. Army CMH serves as the Artifact Accountable Officer (AAO) for the U.S. Army historical collection and is tasked to appoint in writing all individuals who will serve as an Artifact Responsible Officer (ARO) at Army Museums, museum activities and historical collections IAW para 2-3(b) of this regulation and AR 870-20.

b. The Chief, National Guard Bureau (ATTN: NGB-PA) is responsible for coordination of all programs affecting ARNG museums, museums activities, and historical collections and for representing all such authorized activities in dealings with the CMH.

c. The National Guard Bureau's Army Logistics Division (NGB-ARL) is responsible for monitoring all Federal property transfer procedures for the Army National Guard.

d. The U.S. Army Tank and Automotive Command (TACOM) supervises the donation or loan of artifacts to entities outside the Federal Government (i.e., the American Legion, city or county governments, etc); all civilian requests for such donations or loans to a State National Guard should be referred to TACOM. Title 10, U.S. Code and AR 700-131 regulate the conditional donation of artifacts outside the Federal Government. All historical property which TACOM may have issued to a State or an ARNG unit in previous years, must be accounted for on the Center of Military's History property book.

e. State Adjutants General are responsible for the coordination, support, and supervision of National Guard museums, museum activities and historical collections within their State, including:

- (1) Ensuring that such activities under their control are used for education and training.
- (2) Compling with all audit and management controls as specified in AR 870-20.
- (3) Requisitioning of historical property such as weapons, vehicles, aircraft, etc.

f. The United States Property/Fiscal Officer (USPFO) is responsible for receipt, accountability and disposal of all Federal property and funding IAW applicable laws and regulations. All requests for receipt or disposition of Federal historical property from the U.S. Army CMH will be routed through the USPFO. Each USPFO will direct the establishment of a property record for all Federal historical property IAW AR 710-2, AR 735-5, and AR 870-20, to be maintained on the U.S. Army CMH's Universal Site Artifact Management System (USAMS). It is recommended that the total collection (State and Federal) be documented on USAMS to simplify accounting procedures within a single system; State property will be sorted separately and not reported to or through the USPFO.

g. Appointed museum directors/curators are responsible to their State Adjutant General for the execution of all museum programs, including the proper care, security and accountability of all Federal historical artifacts and items placed in the custodial care of National Guard museums, activities and collections.

(1) In States that have a museum or museum activity designated by CMH to receive Federal property, the museum director/curator will be responsible for management of all Federal historical property in the State.

(2) In States which have a CMH-designated museum activity, the museum will become the repository for Federal historical flags and guidons, including those from units which have been consolidated or inactivated. Federal flags and guidons will be accessioned into the museum's collection and reported to the U.S. CMH as Federal historic property.

h. The State/installation Environmental Program Manager will advise the museum director/curator regarding archaeological artifacts and other items relating to Native Americans. IAW provisions of AR 200-4, the Environmental Program Manager, in turn, will consult with the installation's Cultural Resources Manager and the Coordinator of Native American Affairs on the applicability of cultural resources laws and regulations.

2-2. Establishing a museum, museum activity or historical collection (Ref; para 3-5, AR 870-20)

a. A State may acquire artifacts to make up a historical collection through gifts or donations, issue, purchase and/or loan. To receive Federal artifacts from the U.S. Army Historical Collection an ARNG museum, museum activity or historical collection must be approved by a letter of designation from the U.S. Army CMH.

b. The State Adjutant General must approve all requests for establishing an ARNG museum, museum activity or historical collection within the State.

The Adjutant General will furnish a letter of approval, through NGB-PA, with the following information attached, to the U.S. Army CMH, ATTN: Museum Division (DAMH-MD):

- (1) The name of the museum, museum activity or historical collection.

- (2) The sponsoring agency.
- (3) The installation or other location at which the museum will be located.
- (4) The purpose of the museum, museum activity or historical collection.
- (5) The mission statement.
- (6) The size, scope of collection and the composition of the collection on hand or to be developed.
- (7) The nature and extent of interest or support that is pledged or that can be reasonably expected from military and non-military agencies and organizations.
- (8) The type, size, and location of the building(s), room or area to be used for the activity, including an estimate of the amount of space to be used for exhibits, artifact storage, and administration, as well as the environmental and physical security factors that could effect the preservation of the artifacts.
- (9) A description of civilian and military staff, include the grade and series of the director/curator and the number and grades of all persons assigned or scheduled to perform museum work.
- (10) The name, grade, and position title of the individual designated to supervisory oversight of the museum.
- (11) The name, grade, and position title of the officer, non-commissioned officer, or civilian employee designated to supervise the collection and a separate letter requesting his or her appointment as the ARO (Ref, para 1-4,e (3), AR 870-20).
- (12) The average number of hours to be worked per day by personnel assigned or detailed to the museum.
- (13) The annual operating budget, including sources of financial support, for example, current appropriated-funds budget information, and any available non-appropriated and/or association funding.
- (14) The regularly scheduled visiting hours.
- (15) An estimated date of the official opening.
- (16) Any technical assistance desired by the museum staff.

c. Based on the above information, the CMH will review the request package, and respond to the Adjutant General through NGB-PA. Possible actions are:

- (1) The CMH may designate the proposed museum as an "Army National Guard museum activity" with an identifier code. IAW Chapter 3-20, AR 870-20, an ARNG museum activity which meets all criteria and passes the CMH certification inspection will be designated as an official U.S. Army Museum.
- (2) The CMH may inform the Adjutant General that the proposed museum does not warrant designation as an Army [National Guard] museum activity due to deficiencies. The proposed facility may be designated as a historical collection until the deficiencies are corrected.
- (3) The request may be disapproved.

d. Archaeological remains or artifacts related to Native Americans will not be accepted into Federal collections without prior approval of the Army National Guard Environmental Program Manager, after consultation with the State/installation Cultural Resources Manager and Coordinator of Native American Affairs. Acceptance of archaeological material may be subject to additional Federal laws and regulations, and the Environmental Program Manager will advise the museum director/curator regarding any specific cultural resources requirements. Such requirements include, but are not limited to, the National Historic Preservation Act (16 U.S.C. 470a-w) and the Native American Graves Protection and Repatriation Act (25 U.S.C. 3001 et seq.)

(1) IAW provisions of 36 CFR 79, if archaeological remains are curated at a museum receiving Federal support, the facility must meet the Federal curation standards for archaeological collections.

(2) The Native American Graves Protection and Repatriation Act (25 U.S.C. 3001 et seq.) forbids the display of Native American human remains or grave offerings, or photographs or drawings of such remains.

(3) According to the same statute, objects of ceremonial, religious, or hereditary significance to Native Americans will only be exhibited with the approval of the original owner's lineal descendants, or with the approval of the affiliated tribe.

(4) The transfer of archaeological artifacts that originated on Indian lands to another museum or repository will be made IAW provisions of 36 CFR 79.5.

2-3. Accountability for Federal historical property

a. Once approved by CMH, an ARNG museum or museum activity is eligible to receive Federal historical artifacts from the U.S. Army Historical Collection. All Federal historical property will be managed IAW provisions of AR 870-20.

b. Each Adjutant General who has, or determines to establish a museum, museum activity, or historical collection will designate, in writing, the museum director or curator to serve the ARO. The ARO will be the hand-receipt holder for all Federal historical property in their State.

(1) The ARO-designate will be appointed with a letter from the Chief Curator of the Army, U.S. Army CMH.

(2) The museum director or curator will serve as the ARO for all artifacts that are the property of the Army Historical Collection, including those held in other ARNG historical collections within the State.

(3) In those States which do not have a designated museum activity, the USPFO, or a member of his staff, will serve as the ARO for those items which are the property of the Army Historical Collection held in ARNG historical collections within the State.

(4) The ARO will account for all Federal historical property using the USAMS computer program that replaces all previous systems. Federal historical property is part of the U.S. Army Historical Collection, and will not be reported on the Continued Balance System-Expanded (CBS-X). All Federal historical property in the State that was not acquired through the CMH (i.e., items previously obtained from TACOM) will be reported to CMH on the USAMS computer system by the ARO, and will thereby become part of the Army Historical Collection.

(5) Each ARNG museum and historical activity is authorized its own DODAAC and UIC. In most cases, the DODAAC will be a derivative of the STARC Table of Distribution and Allowances (TDA).

c. For all ARNG museums and museum activities, the biennial inventory of Federal historic property required by AR 870-20 will be due on 1 June of the applicable calendar year.

d. IAW provisions of AR 870-20, ARNG museums and museum activities are part of the U.S. Army's Command Supply Discipline Program. ARNG museum and museum activities will be regular items of inspection for the Command Logistics Review Teams.

e. The State Adjutant General will notify NGB-PA and NGB-ARL, in writing, of any proposed closing of any National Guard museum activity holding Federal historic property. The closing of an ARNG museum, museum activity or historical collection will be accomplished IAW AR 870-20. With regard to disposition of Federal historical properties, they will be disposed of IAW Chapter 2, AR 870-20. Other Federal properties will be disposed of IAW the directives established by the loaning/issuing agency. State owned historic properties will be disposed of IAW the directives established by the State AG.

2-4. Funding

a. State Adjutants General may authorize Federal and State funds for authorized ARNG museums, museum activities and historical collections. In addition to Federal and State funding, museum foundations, State military associations, and veterans' organizations may provide financial support. Federal, State and private funds must be managed separately.

b. Federal funds are specifically authorized as follows:

(1) Personnel appointed or assigned to the museum are authorized use of Federal funds for training and travel in connection with U.S. Army and ARNG museum and historical training sessions, workshops, conferences, etc.; and for equivalent training and conferences as determined by NGB-PA.

(2) IAW NGR 5-1, Chapter 13, museum activities which are authorized by the U.S. Army CMH to receive Federal property from the Army Historical Collection, and which have at least 2,000 square feet of exhibit, curatorial and administrative space, are eligible to be coded on the Federal Inventory and Support Plan (FISP) for Federal support. Requests for support on the FISP will be routed through NGB-PA for certification and addressed to NGB-ARI.

(3) Federal funds are authorized for transportation of artifacts that are a part of the U.S. Army Historical Collection. Such transportation is subject to the availability of funds.

(4) Under the provisions of CTA 50-909, States whose museum or museum activity has a full-time director/curator or equivalent, at least 2,000 square feet of exhibit, curatorial, and administrative space, and/or a

collection of 500 or more artifacts may use Federal funds to purchase those items authorized for a museum by CTA 50-909, subject to availability of funds. Federal funds will be used for the conservation, preservation and security of federal artifacts.

(5) Army National Guard personnel may be utilized to comply with the U.S. Army CMH administrative requirements for managing Federal historical property and systems.

(6) Current and historic military vehicles and weapons systems which are a part of the Army Historical Collection are authorized maintenance and conservation support and are eligible to be counted for equivalents.

2-5. Channels of communications Correspondence dealing with ARNG museum, museum activities and historical collections not dealing specifically with property transactions is to be addressed by the Adjutant General through the Chief, National Guard Bureau, ATTN: NGB-PA, to the CMH.

Appendix A
References

Section I
Required Publications

AR 870-20

Army Museums, Historical Artifacts, and Art (Cited in paras 1-1(c), 1-3(a, b, d), 2-1(a, f), 2-2 (c), 2-3(a, c, d, e))

Section II
Related Publications

AR 11-2

Management Control

AR 200-4

Cultural Resources Management

AR 700-131

Loan and Lease of Army Materiel

AR 710-2

Inventory Management Supply Policy Below the Wholesale Level

AR 735-5

Policies and Procedures for Property Accountability

CTA 50-909

Field and Garrison Furnishings and Equipment

NGR 5-1

Grants and Cooperative Agreements

Section III
Prescribed Forms

This section contains no entries.

Section IV
Referenced Forms

DA Form 2028

Recommended Changes to Publications and Blank Forms

Glossary

Section I Abbreviations

AAO
Artifact Accountable Officer

ARNG
Army National Guard

ARO
Artifact Responsible Officer

CFR
Code of Federal Regulations

CMH
Center of Military History

CTA
Common Table of Allowances

DODAAC
DOD Activity Address Code

IAW
in accordance with

UIC
unit identification code

U.S.C.
United States Code

Section II Terms

Artifact Accountable Officer
Chief Curator of the Army, who holds ultimate accountability for all U.S. Army historical property.

Artifact Responsible Officer
Hand-receipt holder for historical property within an ARNG museum, museum activity, historical collection, installation, or particular state.

Section III
Special Abbreviations and Terms

NGB-ARL
National Guard Bureau Army Logistics Division

NGB-PA
National Guard Bureau Office of Public Affairs and Community Support

“Distribution: AG, USPFO, DOL, FMO, Env Prog Mgr”