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History

ART PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends the guidance for Air Force Instruction (AFI) 84-104, dated 01 December 1999. The Office of Primary Responsibility (OPR) for this supplement is (HQ USAFA/CMA, Mr. David Bragg). This supplement identifies requirements and procedures necessary for the efficient management of all works of art at the Air Force Academy. This supplement applies to all installation commanders, all Air Force military and civilian personnel assigned to the United States Air Force Academy (including US Air Force Reserve and Air National Guard forces). Refer recommended changes and conflicts between this and other publications to HQ USAFA/CMA, 2300 Cadet Drive, Suite 351, USAFA CO 80840-5002, on Air Force (AF) Information Management Tool (IMT) 847, **Recommendation for Change of Publication.** See **Attachment 1** for a glossary of references and supporting information.

1.5. (Added) **Air Force Academy Sub-Accounts.** Academy commanders or chiefs of organizations authorized to display artwork belonging to the US Air Force must designate (by memorandum of appointment) a sub-account accountable officer as custodian of these artworks. Sub-account accountable officers:

1.5.1. (Added) Send the Academy art accountable officer a copy of the appointment memorandum with address and phone number.

1.5.2. (Added) Account for artworks entrusted to their care by signing and sending a copy of the organization's inventory to the academy art accountable officer.

1.5.3. (Added) Serve as their organization's point of contact for requesting or turning in artworks to academy art accountable officer.

1.5.4. (Added) If a unit wishes to acquire new artwork, they must follow the requirements and procedures outlined in AFI51-601, *Gifts to the Department of the Air Force*. This action will be coordinated through the Academy Gifts and Memorials Department.

2.4.1. If art is displayed in the area of fluorescent lighting, Ultra Violet (UV) sleeves must be installed.

2.5.3. Ensure the “Academy Art Point of Contact” label and the “Bar Code” label are affixed to the back of each piece of art.

2.5.7. (Added) Annually, on the anniversary of the last inventory, the academy accountable officer will send an itemized listing of holdings to the sub-account accountable officer. The sub-account accountable officer will locate each piece of art, inspect it, annotate the listing, sign, and return it to the academy accountable officer.

2.5.8. (Added) When a replacement sub-account accountable officer is being assigned, an inventory must be accomplished by both the outgoing and the incoming sub-account accountable officers, with both signing the inventory sheet.

Chapter 3 (Added)

INFORMATION COLLECTIONS, RECORDS, AND FORMS OR INFORMATION MANAGEMENT TOOLS (IMT).

3.1. (Added) Information Collections. No information collections are created by this publication.

3.2. (Added) Records. Ensure that all records created because of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://webrims.amc.af.mil>.

3.3. (Added) Forms or IMTs (Adopted and Prescribed).

3.3.1. (Added) Adopted Forms or IMTs: AF IMT 847, **Recommendation for Change of Publication.**

3.3.2. (Added) Prescribed Forms or IMTs: No forms or IMTs are prescribed by this publication.

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

AFI 84-104, *Art Program*

AFMAN 37-123, *Management of Records*

Abbreviations and Acronyms

AF—Air Force

IMT—Information Management Tool

OPR—Office of Primary Responsibility

UV—Ultra Violet

Terms

Academy Accountable Officer—A person designated in writing by a commander, deputy chief of staff, or HQ USAFA director as responsible for all artworks at the US Air Force Academy.

Sub-Account Accountable Officer—a person designated in writing by a unit commander or director as responsible for all artworks located in their physical area.

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