



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 5754.1D
DNS-H
30 Jul 2014

OPNAV INSTRUCTION 5754.1D

From: Chief of Naval Operations

Subj: LOAN OF NAVY ART

Ref: (a) 10 U.S.C. §2572

1. Purpose. To issue criteria on eligibility, procedures, and conditions for the loan of works from the Navy Art Collection. This instruction revises the eligibility pool for office display, expands the discussion of the environmental and security requirements for the loan of original art, and addresses the availability of high-resolution electronic versions of Navy artwork. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 5754.1C and OPNAV RCS 5754-2.

3. Background. The Navy Art Collection is a branch in the Collections Management Division of the Naval History and Heritage Command. The Navy Art Collection was created in July 1986 with merging of the historical art assets of the Director of Naval History with the World War II Combat Art Collection, and later, with works that were in the custody of Navy Chief of Information. This visual representation of the Navy's history was established to give viewers a better appreciation of the Navy's contributions in peace and war. This collection is managed by the Director of Naval History and Heritage Command in his or her capacity as Curator for the Navy. He or she is responsible for all the Navy's historical art, artifacts, and photograph collections. He or she shares the collection with the fleet and public through a policy of responsible outreach, and also provides for their proper preservation and maintenance. The art collection's prime exhibit area is within the National Museum of the United States Navy, Building 76, Washington Navy Yard. The Navy Art Collection is also responsible for maintenance and storage for that part of the collection not on display.

4. General

a. The mission of the Navy Art Collection is to serve as principal custodian of the Navy's art heritage (including paintings, drawings, engravings and posters.) The Navy Art Collection collects, documents, preserves and exhibits art that is significant to the history of the Navy for service personnel and for the public. To ensure future generations continue to benefit from the art through responsible outreach, the Navy Art Collection exercises its stewardship of original art in conformance with best industry practices.

b. The art in this collection is incorporated into a series of special, thematic exhibits which are available for public display by eligible organizations for a 3 to 6 month period.

c. Artwork is affected by variations in temperature and relative humidity; airborne particulates or certain gases; high ambient light level; and the incidence of ultraviolet light. The extent of the effect depends on the artwork's age, material composition, and previous level of damage. Damage is cumulative, and ultimately may be expensive or impossible to repair. Artwork shall not be loaned if it is in poor physical condition, is unduly fragile and delicate, or is requested for exhibition in a location determined by the Curator to be uncontrolled, unsafe, or environmentally unacceptable.

d. Along with public exhibits and virtual dissemination, office displays are valuable venues for sharing the Navy's story through its art. Original art shall be loaned for office display per the guidelines in the following paragraphs and with full regard for environmental and security controls. When original art is not available or authorized, the requesting command may acquire photo or electronic reproductions of paintings in the Navy Art Collection. These copies become the property of the requesting command. The Navy Art Collection staff can assist with information and advice.

e. High resolution digital reproductions allow recipients to procure images of paintings that are not available as originals, avoid the accountability and stewardship obligations that accompany original art, re-size images to conform with available space, and assemble multi-image displays that might not otherwise be possible. Images may be acquired as electronic

data files to be prepared in local graphics shops or purchased from various third-party vendors. In addition, prints are available of certain high-demand images. The Naval History and Heritage Command's extensive photographic collection also provides a useful source of historic images. The Navy Art Collection staff can assist with information and advice.

5. Eligibility

a. General. Eligible recipients for temporary exhibits loans are: Navy commands; Federal agencies; and as described in reference (a), local government museums; accredited museums and art galleries operated and maintained for educational purposes only and whose charters deny them the right to operate for profit; and local units of recognized war veterans' associations, educational institutions, municipalities, and civic organizations. Prior to authorizing the loan of such exhibits, the Curator must have documentation from each applicant certifying its eligibility to receive Federal property on a loan basis and attesting to its ability to maintain such property in good condition.

b. Individuals. Navy Art Collection has the option to make available selected items from its collection for loan to the incumbents of offices listed below. Loans to individuals are made on a 1-year basis, with possible renewals at Navy Art's discretion for subsequent 1-year terms for the extent of the borrower's term in office. The incumbents of the offices listed below may typically borrow up to two original paintings for such office. Loans of more than two paintings are made when the size or configuration of the proposed display area, the position of the individual requesting the loan, and the staff available to provide proper accountability and security make such loans feasible. Eligible recipients are:

- (1) The Secretary of Defense;
- (2) The Deputy Secretary of Defense;
- (3) The Under Secretaries of Defense;
- (4) The Assistant Secretaries of Defense;
- (5) The Chairman of the Joint Chiefs of Staff;

- (6) The Vice Chairman of the Joint Chiefs of Staff;
- (7) The Secretary of the Navy;
- (8) The Under Secretary of the Navy;
- (9) The General Counsel of the Navy;
- (10) The Assistant Secretaries of the Navy;
- (11) The Deputy Under Secretaries of the Navy;
- (12) The Chief of Naval Operations;
- (13) The Vice Chief of Naval Operations;
- (14) Director, Navy Staff;
- (15) Admirals headquartered in the Washington, DC metropolitan area;
- (16) Vice admirals headquartered in the Washington, DC metropolitan area;
- (17) The Master Chief Petty Officer of the Navy; and
- (18) Tier 3 members of the senior executive service assigned to Navy secretariat or U.S. Navy billets in the Washington, DC metropolitan area.

c. Waivers. Requests for waivers of these eligibility provisions in terms of either grade of recipient or number of paintings are reviewed by Director, Navy Staff.

d. Loan of Art for Office Display Outside of Washington, DC. Loans for office display shall not be made outside the Washington, DC metropolitan area unless approved by Director, Navy Staff, due to transportation and management costs. Commands outside of Washington, DC should consider high-resolution electronic files or the purchase of photographic reproductions for proposed displays.

e. Loan of Art Requests for Quarters. Requests for loan of Navy art for display in government quarters are subject to Director, Navy Staff approval.

6. Procedures

a. General. The following procedures apply to all eligible recipients of works from the Navy Art Collection:

(1) All requests are to be submitted in writing.

(2) Borrower must sign NHHC 5750/2 Agreement for Outgoing Loan prior to delivery of art.

(3) Borrower is accountable for continued security of art and its safe return at the end of loan term.

(4) A receipt shall be given to the borrower to reflect the return of the borrowed art.

b. Organizations. In addition to following the general procedures, organizations must:

(1) Provide documentation attesting to their eligibility to receive Navy art on loan.

(2) Submit a facilities report (provided by the Curator upon request for art) on the proposed site of the exhibit.

(3) Arrange for transportation of art both to and from the Navy Art Collection, including as appropriate, funding to cover costs of crating, shipping, transportation and insurance.

c. Individuals. In addition to following the general procedures, the specific requirements noted below apply to individuals eligible to borrow works from the Navy Art Collection:

(1) A member of the Curator's staff shall inspect the spaces where paintings are to be exhibited to determine their suitability for displaying works from the collection. This inspection may include the use of environmental monitoring prior to the proposed installation to ensure adequate environmental conditions.

(2) Paintings shall be delivered, hung, and subsequently moved only by a representative of the Curator's staff. The Navy Art Collection does not have the staff or facilities to perform extensive pre-installation modifications such as framing or re-framing. Recipients will be requested to fund such modifications.

(3) Annually, a member of the Curator's staff will examine each painting loaned to individuals to determine its condition and to verify the inventory. The borrower must identify a point of contact on his or her staff to coordinate routine interactions with the Navy Art Collection. The point of contact must identify his or her relief to the Navy Art Collection upon departure.

(4) At the termination of the loan period, the painting(s) will be inspected by a member of the Curator's staff, who will coordinate the return of the artwork to the Navy Art Collection.

7. Conditions

a. General. The following conditions apply to all borrowers:

(1) Paintings shall be used for exhibition purposes or official display only. The purpose of the loan shall be arranged at the time of the loan and shall not be converted to another purpose without written permission of the Navy Art Collection. Failure to comply with these conditions could result in the immediate termination of the entire loan.

(2) During the period of the loan, paintings shall be retained by the borrower and not passed to any third party.

(3) The borrower shall provide all necessary protection to the art and will allow the Curator's staff to enter the property at any reasonable time to inspect the art on loan.

(4) The borrower shall not remove, repair, alter, mark, or in any way deface either the mounting or the surface of any artwork loaned from the collection.

(5) The borrower shall immediately report to the Curator all instances of loss, damage to, or destruction of any piece of art from the collection.

(6) The borrower shall agree to reimburse the Navy the full value of art furnished if destroyed, lost, or stolen, or to defray the cost of repair if damaged. The Curator will determine whether a damaged work is to be repaired or replaced.

(7) The borrower will acknowledge the Naval History and Heritage Command in descriptive and promotional materials concerning the loaned art.

(8) Per reference (a), the Navy shall not incur any cost associated with the loan of art; all such costs must be borne by the borrower.

b. Organizations. In addition to meeting the general conditions, eligible organizations must:

(1) Insure the art against loss, damage, or destruction. The amount of coverage shall be determined by the appraised value of the art provided.

(2) Pay all expenses incident to the loan, including insurance, crating, local transportation, and shipping from the Navy Art Collection and return.

c. Individuals. In addition to meeting the general conditions, eligible individuals must agree to the following stipulations:

(1) Paintings installed in place by the Curator's staff shall not be moved from the office designated in the loan agreement or in any way be handled by anyone other than a representative of the Curator's staff.

(2) Paintings must be incorporated appropriately into staff and facility security procedures to ensure continuous accountability during the loan period.

(3) The borrower shall notify the Curator when he or she expects to leave office. If a borrower leaves office before the

end of a loan period, the loan shall automatically be terminated.

(4) Paintings required for a Navy-supported exhibit may be retrieved at any time.

(5) The eligible recipient of art is personally responsible for the security of the art borrowed and for its return to the Navy Art Collection at the specified time.

(6) The borrower is the only person authorized to sign for the loan of Navy art; this function cannot be delegated to subordinates. The borrower must identify a point of contact on his or her staff to coordinate routine interactions with the Navy Art Collection. The point of contact must identify his or her relief to the Navy Art Collection upon departure.

(7) The borrower shall display a caption panel with information about the painting and the artist, if offered.

(8) The Curator may cancel the loan at any time if there has been a breach of the conditions for lending.

8. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

9. Forms and Reports Control

a. NHHC 5750/2 Agreement for Outgoing Loan is available for download from Naval Forms OnLine <https://navalforms.documentservices.dla.mil/web/public/home>.

b. The reporting requirement in subparagraph 6b(2) is assigned Report Control Symbol OPNAV 5754-1. This requirement is approved per SECNAV M-5214.1 to expire 30 April 2017.



S. H. SWIFT
Director, Navy Staff

OPNAVINST 5754.1D
30 Jul 2014

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