



Headquarters  
Army National Guard  
Arlington, VA 22204-1373  
07 July 2025

## National Guard Regulation 870-20

Effective: 07 July 2025

### Historical Activities

## Army National Guard Museums, Museum Activities, and Historical Property

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By Order of the Secretary of the Army:

**JONATHAN M. STUBBS**  
Lieutenant General, USA  
Director, Army National Guard

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**History.** This publication is a major revision.

**Authorities.** The authority for this regulation is Army Regulation (AR) 870-20 (Army Museum Enterprise and Army Artifact Collection).

**Applicability.** This regulation applies to the Army National Guard unless otherwise stated.

**Proponent and exception authority.** The proponent of this regulation is the National Guard Bureau History Office (NGB-HD). The Deputy Director, Army National Guard has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11-2 (Risk Management and Internal Control Program). It identifies key internal controls that must be evaluated (see appendix B).

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGB History Office, 111 South George Mason Ave, Arlington, VA 22204.

**Distribution.** This regulation is available in electronic media only and is intended for the Army National Guard/Army National Guard of the United States.

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\*This regulation supersedes NGR 870-20, dated 1 February 2002

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## **Chapter 1**

### **General Information**

#### **1-1. Purpose**

This regulation implements the requirements of AR 870-20 for the Army National Guard (ARNG) and prescribes policies and assigns responsibility for ARNG museums, museum activities, and historical property.

#### **1-2. References**

See appendix A.

#### **1-3. Explanation of abbreviations and terms**

See glossary.

#### **1-4. Associated publications**

Policies and procedures associated with this regulation are found in Army Regulation 870-20.

#### **1-5. Responsibilities**

a. State Adjutants General. The State Adjutants General retain and exercise authority, responsibility for the management and operation of ARNG museums, museum activities, and historical collections of their state. State Adjutants General have the authority to include ARNG, Air National Guard, and other militaria in their ARNG Museum, ARNG Museum Activity, or ARNG Historical Collections.

b. United States Property and Fiscal Officers (USPFO). The State 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 will be routed through the state USPFO through the Director, NGB History Office to the Center of Military History.

c. Director, NGB History Office. On behalf of the Director of the ARNG, the Director of the NGB History Office will: -

(1) Coordinate with the States' Adjutants General to ensure National Guard compliance with this regulation and AR 870-20.

(2) Ensure ARNG museums are staffed with qualified personnel.

(3) Oversee the table of distribution and allowances (TDA) for ARNG museums and museum activities.

(4) Exercise administrative control over assigned museums and museum activities.

(5) Ensure that ARNG museums and museum activities maintain federal property consistent with AR 870-20.

(6) Act as the approval authority for the establishment, redesignation, or closure of museums and museum activities within the ARNG.

(7) Ensure accountability of artifacts issued to the ARNG.

(8) Validate all property requisitions for federal historical artifacts for ARNG facilities.

(9) Facilitate the Command Supply Discipline Program (CSDP) inspection program for ARNG museums and museum activities.

(10) Facilitate the Logistics-Compliance Branch (L-CAB) inspection program for ARNG museums and museum activities.

(11) Review and approve core documents for ARNG museums and museum activities for the purpose of this regulation.

d. Directors of ARNG Museums and Museum Activities. Directors of ARNG museums and museum activities or equivalent will ensure compliance with this regulation and AR 870-20. Failure to comply with this regulation or AR 870-20 may result in disapproval or removal of a facility's designation as an ARNG museum or a museum activity.

## **Chapter 2**

### **ARNG Museums, Museum Activities, and Historical Collections**

#### **2-1. Mission**

The primary mission of ARNG museums, museum activities, and historical collections is to educate and train Soldiers and the public on the history and heritage of the National Guard.

#### **2-2. Designation of ARNG Museums and Museum Activities**

ARNG facilities and associated personnel responsible for collecting, maintaining, and presenting historical artifacts and materials may be designated a Museum, a Museum Activity, or a Historical Collection. Requests for designation will be made to the Director, NGB History Office.

#### **2-3. Required Documentation**

ARNG museums and museum activities will maintain the following documents:

- a. Mission statement.
- b. Current annual plan.
- c. Disaster Preparedness/Emergency Response and Recovery Plan.
- d. Scope of curation statement.
- e. Collections Management Plan.

#### **2-4. ARNG Museum Standards**

An ARNG Museum will meet the following standards:

- a. Maintain all required documentation listed in para. 2-3 at the museum facility.
- b. Employ at least one fulltime, paid professional curator.
- c. Establish a plan to meet national standards and best practices of the museum profession within the United States as set forth through the American Alliance of Museums (AAM).
- d. Seek accreditation from the AAM.
- e. Maintain open access to the public of at least 1000 hours per year.
- f. Submit a quarterly Museum Status Report to the Director, NGB History Office in accordance with AR 870-20.
- g. Conduct and annual, self-assessed Quality Assurance Program inspection.
- h. Participate in periodic CSDP inspection.
- i. Participate in periodic L-CAB inspection.

#### **2-5. ARNG Museum Activity Standards**

An ARNG Museum Activity will meet the following standards:

- a. All required documentation listed in para. 2-3 is immediately available at the museum facility.
- b. Adhere to national standards and best practices of the museum profession within the United States as set forth through the AAM.

#### **2-6. ARNG Historical Collection Standards**

- a. An ARNG Historical Collection is -
  - (1) A collection of artifacts displayed in a regimental room, trophy room, visitor's center, hall of fame, exhibit area, or other type of display not recognized by the Department of the Army or National Guard Bureau as a museum or museum activity.
  - (2) A collection of historical artifacts secured, preserved, accounted for, and stored at an installation or facility.
  - (3) A collection of historical artifacts in an officer's club, non-commissioned officer's club, community club, chapel lobby, or headquarters building.
  - (4) A collection of artifacts such as tanks, artillery, vehicles, or other items displayed in front of buildings, on the parade ground, at the airfield, in parks, or at other locations around the installation.

b. Army artifacts and organizational heritage material in an ARNG Historical Collection will be maintained in accordance with AR 870-20.

## **2-7. 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 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-HD.

(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-HD 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) ARNG 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.

## **2-8. Museum status report**

The museum status report (MSR) is a metric driven appraisal of resources and capabilities to measure the effectiveness of ARNG museums and museum activities. Museum directors are responsible for submitting the MSR to NGB-HD no later than the first Wednesday of each quarter. A sample report and instructions are included in appendix D.

## **2-9. Professional ethics**

All ARNG museums and museum activities will uphold professional code of ethics.

a. Dealing. All staff assigned to an ARNG museum or museum activity will not engage in buying, selling, or trading for personal financial gain in objects that pertain to the history of the National Guard or state military history.

b. Personal collecting. To avoid conflict of interest and ethical violations, museum staff are discouraged from collecting in areas that overlap those of the museum. Refer to AR 870-20 para 2-10 for further guidance.

## **Chapter 3**

### **Historical Property**

#### **3-1. Accountability for Federal historical property**

a. An ARNG museum or museum activity is eligible to receive Federal historic 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 as 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 USAMIS 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.

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 Logistics-Compliance Branch.

e. The State Adjutant General will notify NGB-HD 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. Regarding the disposition of Federal historical properties, they will be disposed of IAW Chapter 3, 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 Attorney General.

### **3-2. Preservation and Conservation**

ARNG museums, museum activities, and historical collections are responsible for preventive conservation of artifacts in their custody by controlling their deterioration.

a. Artifacts will not be compromised by irreversible alteration in any form.

b. Any activity that stores or displays artifacts must adhere to environmental standards set forth in AR 870-20 para 5-1.

c. Only trained and authorized personnel will handle artifacts.

d. Collections storage areas will be kept clean and free of pests.

### **3-3. Organizational Heritage Material**

ARNG museums, museum activities, and historical collections are authorized to maintain and account for Organizational Heritage Material (OHM).

a. OHM is defined as historical assets that have significance to a particular ARNG activity, and do not warrant inclusion into the artifact collection or preservation as artifacts. OHM includes items such as tanks, howitzers, vehicles, small arms/light weapons, flags, and historical assets with a value greater than \$5,000.00. OHM must remain accountable on a unit's property book IAW AR 870-20 para 8-4. Tanks, howitzers, and vehicles can be used for static display purposes only.

b. Maintenance of static display OHM is not required per AR 870-20 para 8-4. Maintenance of OHM such as painting could be funded through installation beautification funds or other general operating funds.

### **3-4. Artifact acquisition**

ARNG museums, museum activities, and historical collections can acquire objects for accession into each state's artifact collection.

a. All ARNG museums, museum activities, and historical collections will follow all applicable state and local laws when accepting gifts or donations of artifacts. All gifts or donations of historical artifacts will be documented using a TAG approved donation form, signed by the donor and countersigned by the gift

acceptance authority. The deed of gift is a formal, legal agreement that transfers ownership and legal rights.

- b. The deed of gift will be retained along with all documentation for each artifact in the collection.
- c. A museum may take custody of an object to consider it as a gift prior to final acceptance for research and authentication purposes.
- d. For further guidance on gifts and donations refer to AR 870-20 para 3-5.

### **3-5. Disposition of unit heraldic property**

Commanders of ARNG units that are reorganizing, consolidating, or redesignating resulting in the loss of unit heraldic devices will provide notification to their Command Historian within 30 working days of published order. The command historian will coordinate for appropriate custody of unit heraldic property.

Unit heraldic property includes flags, colors, guidons, streamers, and other heraldic items that are associated with the unit. Heraldic property will be stored IAW archival best practices as outlined in AR 870-20.

## **Chapter 4**

**Programs, Education, and Training.** The primary mission of a museum is to use artifacts, exhibits, historical information, and organized educational experiences to train and educate Soldiers, civilians, units, and the public.

### **4-1. Teaching collections**

Museums teach with the use of three-dimensional objects. ARNG museums can maintain a collection of non-artifacts and reproduction items for use in training and education IAW AR 870-20 Para 6-4. Artifacts and objects of historical significance will not be used in teaching demonstrations.

### **4-2. Volunteers**

All ARNG museums, museum activities, and historical collections that operate a volunteer program at an ARNG facility will operate the volunteer program IAW AR 870-20 para 6-5. Individuals wishing to volunteer will register with the Army Volunteer Corps and complete a background check. Staff should manage their volunteer force through the Army's Volunteer Management Information System (VMIS).

## **Chapter 5**

### **Private Organizations**

#### **5-1. Approval**

- a. State Adjutants General may permit private organizations (POs) to be established to support ARNG Museum activities as prescribed by AR 870-20. TAGs will not authorize POs to establish private museums on ARNG property.
- b. All POs operating on behalf of an ARNG museum will enter an MOA between the PO, USPFO, and TAG.
- c. The TAG may withdraw approval, if circumstances warrant, per established MOA.
- d. Each museum will maintain file copies of all agreements and other documentation relating to its officially recognized and associated POs.

#### **5-2. Operations**

- a. POs may use incidental space in the museum, but not in a manner that will impose space limitations on the operations of the museum. This space will only be used in a manner that directly supports the museum.
- b. The museum director may serve as the liaison officer between the POs executive board or committee and the TAG. To provide guidance on planning and information of a technical or professional nature. The museum director or other members of the museum staff may not serve as voting members of the board.
- c. Activities of the POs will be planned and coordinated to support the museum's objectives and goals. POs should not be allowed to develop and implement separate museum agendas, programs, or activities without prior written approval from the museum director.

d. TAGs will enter an MOA in accordance with AR 210-22 with all POs that operate on ARNG property for the benefits of ARNG museums. The responsibilities of POs regarding the museum they support will be set forth in an MOA.

**5-3. Donations**

Unless prohibited by the state or locality in which they operate, POs that support an ARNG museum may establish one or more donation boxes within the museum for the acceptance of voluntary contributions. The donation box will be clearly marked with the name of the PO and a statement that all donations are used for support of the museum. Donations box funds will be maintained in a separate account by the PO and will not be co-mingled with other revenues.

**5-4. Revenue Generating Activities**

Revenue generating activities (RGAs) such as gift shops and simulators are authorized per AR 870-20. RGAs may be operated by a PO with sales authorized to all museum visitors. For additional guidance refer to AR 870-20 para 4-4.

## **Appendix A References**

### **Section I**

#### **Required Publications**

##### **AR 870-20**

Army Museum Enterprise and Army Artifact Collection

### **Section II**

#### **Related Publications**

##### **AR 1-33**

The Army Memorial Program

##### **AR 1-100**

The Army Gift Program

##### **AR 11-2**

Risk Management and Internal Control Program

##### **AR 25-30**

Army Publishing Program

##### **AR 190-11**

Physical Security of Arms, Ammunition, and Explosives

##### **AR 190-13**

The Army Physical Security Program

##### **AR 190-51**

Security of Unclassified Army Resources (Sensitive and Nonsensitive)

##### **AR 210-22**

Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations

##### **AR 215-1**

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

##### **AR 220-5**

Designation, Classification, and Change in Status of Units

##### **AR 840-10**

Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates

##### **AR 870-5**

Military History: Responsibilities, Policies, and Procedures

##### **CTA 50-909**

Field and Garrison Furnishings and Equipment

##### **NGR 870-5**

Army National Guard Lineage and Honors

## **Section II**

### **Prescribed Forms**

This section contains no entries.

## **Section IV**

### **Referenced Forms**

#### **DA Form 2028**

Recommended Changes to Publications and Blank Forms

## **Appendix B**

### **Internal Control Evaluation**

#### **B–1. Function**

The functions covered by this evaluation are the administration and management of ARNG museums, museum activities, and historical collections care and exhibition of artifacts, and historical property at the unit level, including review and reporting requirements of potential artifacts.

#### **B–2. Purpose**

The purpose of this evaluation is to assist museums, units, and senior leaders in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls.

#### **B–3. Instructions**

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, or other). Answers that indicate deficiencies must be explained and corrective action identified in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11 – 2 (Internal Control Evaluation Certification).

#### **B–4. Test questions**

- a. Does the museum, museum activity, or unit subject to the internal control evaluation, possess Army artifacts?
- b. Does the State/Territory possessing Army artifacts have an ARO?
- c. Are inventories conducted bi-annually?
- d. Are sensitive items inventories conducted in accordance with NGR 870-20 and AR 870-20?
- e. Are artifacts stored in accordance with NGR 870-20 and AR 870-20?
- f. Do artifacts on display meet conservation standards in accordance with NGR 870-20 and AR 870-20?
- g. Does the state/territory maintain and account for OHM and or consumable historical assets?

#### **B–5. Supersession**

Not applicable.

#### **B–6. Comments**

Help make this a better tool for evaluating internal controls. Submit comments to the Director, National Guard Bureau History Office (NGB-HD), 111 South George Mason Drive, Arlington, VA 22204.

## **Appendix C**

### **Museum Collection Plan**

#### **C-1. Purpose**

A collections management policy (CMP) describes the museum's collections and how they are acquired, documented, and deaccessioned.

## **C-2. Outline**

The CMP will contain at a minimum the following information.

- a. Mission Statement of the museum.
- b. Scope of Collections, defines how and what the museum collects and how it is used.
- c. Authority, how the museum staff and the governing authority work together to fulfill the museum's mission.
- d. Ethics related to collections stewardship and management, how the museum will comply with federal, state, and local laws regarding collections.
- e. Categories of collections and scopes explain the how and what a museum collects and the types of collections the museum cares for.
- f. Acquisitions and accessions, outlines the decision-making criteria and process for accepting artifacts into the collection.
- g. Deaccessioning and disposal, outline the policies and procedures for removing an artifact from the collection.
- h. Loans describe the policies and procedures for temporary transfer of artifacts to other facilities.
- i. Objects found in collection, left in custody, or abandoned, outline the process for objects with unclear titles.
- j. Care of collections, describes how the museum will handle the conservation of artifacts.
- k. Insurance and risk management describe how the museum will safeguard the collection and mitigate risks.
- l. Documentation and collections records describe how the museum documents an object including provenance, care, and condition.
- m. Inventories, how and when inventories will be conducted.
- n. Access outlines who have access to records of the collection and how they will be presented to the public.
- o. Appraisals describe the process museum staff will use to value the collection for insurance purposes.
- p. Laws and regulations specify which Army and National Guard regulations apply to the museum, in addition to state and local laws.
- q. Cultural property outlines how a museum will handle cultural property.
- r. Review and revision specify the review and revision process to the CMP.
- s. Glossary clearly defines terms used in the CMP.
- t. Forms include examples of any form used at the museum as an appendix.

## **Appendix D Museum status report**

### **D-1. Purpose**

The purpose of the Museum Status Report (MSR) is to provide a metrics driven report to states TAGs and the director NGB-HD. The MSR provides senior leaders with the museum director's overall assessment of their facility as well as the required resources.

### **D-2. Instructions**

The MSR evaluates ARNG museums, museum activities, and historical collections based on four areas: overall rating (M-Level), personnel (P-Level), infrastructure (I-Level), and property accountability (A-Level).

- a. M-Level is the overall condition of the museum, museum activity, or historical collection. This is gauged based on the core functions of the facility based on their mission statement as approved by the TAG, and the number of hours the facility is open to the public.
- b. P-Level is the state of readiness for the personnel working at the museum, museum activity, or historical collection. Personnel assigned - does the facility have the appropriate number of personnel assigned to allow them to meet professional standards as outlined in this regulation, AR 870-20, and the AAM? Education - do the assigned personnel meet the minimum civilian, professional, and specialty education required to meet professional standards as outlined in this regulation, AR 870-20, and the AAM? Leadership - does the museum, museum activity, or historical collection have a director or oversight assigned? And do they meet the minimum requirements IAW this regulation, AR 870-20, and the AAM?

c. I-Level is the status of the museum, museum activity, or historical collections infrastructure. Exhibits - do the current exhibits adhere to the professional standards as outlined in this regulation, AR 870-20, and the AAM? Physical security - are the physical security requirements met for the facility, small arms and light weapons, and vehicles IAW this regulation, AR 870-20, AR 190-11, AR 190-13, and AR 190-51? Environmental - does the museum, museum activity, or historical collection maintain the environmental standards outlined in this regulation and AR 870-20 for temperature, humidity, and pests?

d. A-Level is the status of the museum, museum activity, or historical collections property accountability. Inventories - has the museum, museum activity, or historical collection completed the required inventories IAW this regulation, AR 870-20, and their CSDP? Storage - does the museum, museum collection, or historical activity have sufficient archival storage for their artifacts (textile, paper, photography, and objects)? Conservation - do artifacts require offsite professional conservation services?

**D-3. Director's Comments**

Directors of ARNG museums, museum activities, or historical collections will make comments on the MSR focused on addressing deficiencies, providing plans for correcting those deficiencies, and addressing resource shortfalls. In addition, directors may use this space to explain their reasoning for their ratings and any additional comments they may have on their program.

**ARMY NATIONAL GUARD MUSEUM STATUS REPORT**

**Facility:** \_\_\_\_\_

**STATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



**Overall Museum Readiness M-Level**

<b>M-Level</b>	<b>Overall Rating</b>
M1 (green)	Activity can execute its core functions. It is open to the public for a minimum of 1000 hours annually.
M2 (amber)	Activity can execute most of its core functions. It is open to the public for a minimum of 700 hours annually.
M3 (red)	Activity can execute many, but not all its core functions. It is open to the public for a minimum of 300 hours annually.
M4 (black)	Activity cannot execute its core functions and has closed.

**Director's Comments:**

**Personnel Readiness P-Level**

Are all authorized positions filled?

Have assigned personnel completed all required training?

Does the museum have a director?

<b>P-level</b>	<b>Strength</b>	<b>Education</b>	<b>Leadership</b>
P1(green)	100-90%	100-90%	100-90%
P2 (amber)	89-90%	89-80%	89-80%
P3 (red)	79-70%	79-70%	79-70%
P4 (black)	69% or less	69% or less	69% or less

**Director's Comments:**

**Infrastructure I-Level**

Are the museum exhibits current, accurate, and to professional standards?

Are all physical security requirements met?

Are required climate control conditions maintained?

<b>I-Level</b>	<b>Exhibits (Long-term in years)</b>	<b>Physical Security</b>	<b>Environmental</b>
I-1 (Green)	0-12	Passed	Up to standard
I-2 (Amber)	12-15	Failed, corrective actions taking place	Not up to standard, resolving issues
I-3 (Red)	15-20	Failed, limited resources to correct	Not up to standard, limited resources to resolve
I-4 (Black)	20+	Failed, no resources to correct.	Not up to standard no resources to correct

**Director's Comments:**

**Property Accountability, A-Level**

Have all required artifact inventories been completed? (annual, cyclical, sensitive)

Do artifacts have sufficient archival storage?

Do artifacts require conservation work?

A-Level	Inventory Status	Proper Storage	Conservation Assessment
A-1 (Green)	100-90%	100-90%	100-90%
A-2 (Amber)	89-90%	89-80%	89-80%
A-3 (Red)	79-70%	79-70%	79-70%
A-4 (Black)	69% or less	69% or less	69% or less

**Director's Comments:**

## **Glossary**

### **Section I**

#### **Abbreviations**

##### **AAM**

American Alliance of Museums

##### **ARO**

Artifact Responsible Officer

##### **AR**

Army regulation

##### **ARNG**

Army National Guard

##### **CSDP**

Command Supply Discipline Program

##### **FISP**

Federal Inventory and Support Plan

##### **IAW**

In accordance with

##### **L-CAB**

Logistics-Compliance Branch

##### **NGB**

National Guard Bureau

##### **NGR**

National Guard Regulation

##### **TDA**

Table of Distribution and Allowances

##### **USPFO**

United States Property and Fiscal Officer

##### **VMIS**

Army Volunteer Management Information System

### **Section II**

#### **Terms**

##### **Accession**

The formal process of accepting items into the Army artifact collection. An accession is the acquisition of a single item or group of items from one source, under one type of transaction (for example, a gift or transfer), and on one date.

##### **Accession file**

Documents legal custody, establishes ownership (title), and contains all general information relating to the accession of artifacts and art. These are permanent records, and access should be restricted to these records to the extent permitted by law. There is only one accession file per accession.\

### **Accountability**

Obligation to properly acquire, maintain, and care for artifacts and art and funds and their corresponding records that document identification data, gains, losses, dues in, dues out, and balances on hand or in use.

### **Accountable Property System of Record**

The business system used to account for and maintain accountability of government property; it serves as a subsidiary ledger to the financial system's general ledger and represents transactions impacting property.

### **Accreditation**

A peer-based process of the AAM to validate a museum's operations and impact.

### **Appropriated funds**

Federal dollars requested by the President of the United States to the U.S. Congress for Federal government operation for a fiscal year. The fund request is approved (or denied) by Congress and allotted to the federal agencies upon approval.

### **Artifact accountable officer**

The person officially appointed in writing by the Executive Director, CMH to maintain a formal set of accounting records for artifacts and art. This person may or may not have physical possession of the artifacts and art for which he or she is accountable. Similar in nature to a PBO.

### **Artifact responsible officer**

The person nominated by a commander and officially appointed in writing by the Director, Army Museums to ensure that proper custody and safekeeping are provided for artifacts and art entrusted to their possession and/or stewardship. An ARO is similar in nature to a primary hand receipt holder.

### **Collection**

An assortment of artifacts and art in the custody of a particular National Guard Museum, Museum Activity, or Historical Collection.

### **Collections Management Plan**

A set of policies that address various aspects of collections management. This plan defines the scope of a museum's collection and how the museum cares for and makes collections available to the public. A CMP also explains the roles of the parties responsible for managing the museum's collection.

### **Conservation**

Actions taken toward the long-term preservation of cultural property that include examination, documentation, chemical and/or physical interventional treatment steps, and preventive care that is supported by research and education.

### **Director**

The individual in charge of any National Guard museum or museum activity who is responsible for all phases of operations. Supervises one or more other staff members of lesser grade.

### **Donation**

Includes "gifts" and refers to something of value received from a nonfederal source without consideration or ex-change of value. A gift of money, real or personal property, services, or construction offered to the National Guard.

### **Educational programs**

Programs other than gallery exhibits used to instruct or provide information to members of the museum's constituencies, such as lectures, slide presentations, classroom instruction, or living history.

### **Emergency Response and Recovery Plan**

The customized document providing specific actions to be taken by museum staff in case of an event, regardless of size or scope, that jeopardizes the artifacts. The recovery phase of the plan is put in place upon the installation emergency official's declaration of safe entrance into affected area by museum staff and museum emergency responders.

### **Exhibit plan**

The document that provides both written and graphic plans for the development of a museum's exhibits. This plan includes all permanent, temporary, traveling, and outdoor exhibits.

### **Flag**

A section of fabric of distinctive design used as a symbol or signaling device.

### **Guidon**

A unit identification marker authorized for companies, batteries, troops, special units, detachments, and special platoons.

### **Hazardous material**

Any material deemed hazardous as defined in 29 CFR 1910 or 49 CFR 172.

### **Installation property**

Nondeployable property issued to a unit under authority of a common table of allowances or other HQDA-approved or National Guard Bureau authorization documents, except expendable items and personal clothing.

### **Loan, incoming**

The temporary receipt of property from any source outside of the museum.

### **Loan, outgoing**

The temporary lending of artifacts to a museum, institution, or agency not under Army control.

### **Macro artifact**

Large objects such as, but not limited to, tanks, armored vehicles, aircraft, vehicles, locomotives, and rail cars.

### **Memorandum of agreement**

An MOA is used to document agreements and execute or deliver support with or without reimbursement between any two or more parties. A document of agreement to establish a "conditional agreement" where transfer of funds for services may be anticipated. MOAs do not obligate funds but establish the terms for future services.

### **Memorandum of understanding**

An MOU is used to document a mutual understanding between any two or more parties that does not contain an expectation of payment, and under which the parties do not rely on each other to execute or deliver on any responsibilities. Used to describe broad concepts of mutual understanding, goals, and plans shared by the parties when no transfer of funds for services is anticipated.

### **Mission statement**

A short statement of an organization's purpose, identifying the scope of its operations. It defines the unique identity and purpose and provides a distinct focus for the organization.

### **Museum status report**

A quarterly report that embodies the qualitative metrics for each National Guard Museum and Museum Activity.

**Non-appropriated funds**

According to AR 215 – 1, NAFs are cash and other assets derived from sources other than Congressional appropriations, primarily the sale of goods and services to DoD personnel and their family members that are used by the NAFI to support or provide authorized programs. NAFs are government funds used for the collective benefit of those who generate them. These funds are separate and apart from funds that are recorded in the books of the Treasurer of the United States.

**Objects of potential historical significance**

Includes locally accounted for items that are maintained by the unit to honor their heritage. These items are not currently accessioned into the Army artifact collection.

**Obsolete combat materiel**

Military equipment, utilized in a primarily combat role that has been phased out of operational use.

**Organizational colors**

A piece of fabric of distinctive design used as a symbol of a specific color-bearing organization.

**Preservation**

The protection of objects through activities that minimize chemical and physical deterioration and damage and that prevent loss of informational context. The primary goal is to prolong the existence of the item.

**Private organization**

a. A self-sustaining, nonfederal entity incorporated or unincorporated, which is operated on Army/DoD installations with the written consent of the senior commander or higher authority, by individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government or its instrumentalities.

b. A private, Section 501(c)(3) not-for-profit organization. POs support museums and museum activities to help further the museum's mission.

**Provenance**

Refers to the documented history of creation and ownership of a work of art or artifacts.

**Reproduction**

Re-creations or copies of original artifacts or archival material made for exhibition and interpretation.

**Restoration**

Invasive procedures intended to return cultural property to a known or perceived pristine state, often through the addition of nonoriginal material. Reduction of an object's outer corrosive and original layers to reveal an unexposed, newer layer of original material. A repair or rebuilding process.

**Scope of collections statement**

A document that sets the parameters of a museum's collection to prevent nonmission-related objects from being acquired. The statement outlines, in broad terms, the nature and quantity of artifacts the museum needs to collect to carry out its mission.

**Small arms/light weapons**

Hand guns; shoulder fired-weapons; light automatic weapons up to and including .50 caliber machine guns; recoilless rifles up to and including 106 mm; mortars up to and including 82 mm; rocket launchers, man portable; grenade launchers, rifle and shoulder fired; and individually operated weapons that are portable and or can be fixed without special mounts or firing devices, have potential use in civil disturbances, and are vulnerable to theft. This includes all weapons meeting these criteria regardless of origin, including foreign, commercial, and NAFs as well as antique firearms and weapons seized by DoD law enforcement or investigative organizations and forfeited under the provisions of 10 USC 924, regardless of

whether the weapons have a national stock number, but not including air guns. Includes arms modified by removing a component to render them inoperable or by semi-permanent alteration by welding so as not to expend a projectile and relic arm.

**Stabilization**

Conservation treatment procedures intended to maintain the integrity of an object and to minimize deterioration.

**Storyline**

A storyline document identifies the subject matter of a proposed exhibition and its organizational structure (chrono-logical, thematic, and so forth).

**Unit heraldic items**

Includes flags, guidons, and streamers that are associated with a unit.

**Acceptable product**

One that may be used in place of another for extended periods of use. A fuel that permits full design performance.

# ***SUMMARY of CHANGES***

NGR 870-20

Army National Guard Museums, Museum Activities, and Historical Property

This revision, dated XX Month 20XX,

- Clarifies the role of the State Adjutants General and adds specific policy for the unique nature of Army National Guard Museums.
- Defines and outlines the relationship between the National Guard Bureau History Office and the States, Territories, and District of Columbia.
- Defines and clarifies the standards required for designation as an Army National Guard Museum, Museum Activity, and Historical Collection.
- Defines the preservation and conservation requirements of artifacts.
- Defines and outlines the process for accepting gifts and donations.