



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 4002.2C  
18/Museum

AUG 17 2004

USNA INSTRUCTION 4002.2C

From: Superintendent

Subj: LOAN OF NAVAL ACADEMY MUSEUM HISTORIC PROPERTY

Ref: (a) SECNAVINST 5755.1A  
(b) OPNAVINST 5754.1B  
(c) DoD Directive 7200.11

Encl: (1) Conditional Agreement for Loan  
(2) Financial Liability Investigation of Property Loss

1. Purpose. To set policies and procedures governing the loan of artifacts from the U.S. Naval Academy Museum Collection and loan of Museum artifacts to the U.S. Naval Academy by other Museums and agencies.

2. Cancellation. USNAINST 4002.2B. This directive is a significant revision and should be reviewed in its entirety. No special markings appear because changes are extensive.

3. Background

a. The U.S. Naval Academy Museum is an educational and inspirational resource for the Naval Academy Brigade of Midshipmen, other students of American naval history, and thousands of visitors each year. Through its collections and exhibits, the Museum contributes to the recognition of history as a basic source of knowledge in advancing the theory and practice of sea power - *ex scientia tridens*: from knowledge, sea power.

b. The Museum is charged with collecting, preserving, and using in exhibits and study programs, the objects, documents, and works of art that relate to the history and traditions of the United States Navy. Emphasis is given to objects illustrative of the role of the naval officer, and, in particular, of alumni of the U.S. Naval Academy in the events of our past that have shaped today's Navy and Marine Corps.

c. The Museum's collections are of a size that permits its use in official quarters, lobbies, and offices within the Naval Academy and Naval Station. The Museum receives requests for the loan of materials to other museums, institutions, and official government offices and quarters. The loan of artifacts serves to disseminate knowledge, develop goodwill, and increase prestige; however, this practice is a major cause of accelerated deterioration, damage, and loss of irreplaceable treasures. The criteria contained herein are intended to recognize and reconcile, as much as possible, the requirement for preservation of important, unique, and fragile objects while effectively exploiting the full educational potential inherent in the Museum's collection.

4. Policies

a. Loans of objects, including works of art, from the Museum collections will be favorably considered only when they are in the best interest of disseminating knowledge.

b. Eligibility and priority for loans will be determined by the Museum staff with the advice and consent of the Director before issuance. Exhibition in the Museum and public exhibition within the Academy grounds or in another institution will take precedence over the loan of an object for another purpose,

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except where individual research is involved which will result in publication. No museum, other institution, or individual will be eligible to borrow objects unless it can be ascertained that adequate handling and protection can be provided.

c. Two classes of loans, based on insurance requirements, exist.

(1) Loans to agencies and individuals within the U.S. Federal government are considered self-insured and do not require separate insurance coverage on objects. The borrowing agency or individual will fund the proper packing and transportation of the object to and from the place of exhibition.

(2) Loans to all others require insurance of the object(s) based on the appraised value as ascertained by an independent appraiser paid for by the Borrower. All packing and transportation costs will be borne by the Borrower.

d. An object in poor physical condition, or in unduly fragile condition, will not be loaned.

e. Accountability, inventory control, and reports are the burden of the Borrower. Indefinite loans require annual reports to include conditions status. Reports will be submitted to the Director of the Naval Academy Museum on the anniversary of the loan, will be submitted on the Borrower's condition status form, and will include a photograph of the object *in situ*.

f. Loans will generally be for a fixed period. Indefinite loans will be approved only with the authorization of the Museum Director.

#### 5. Procedures and Responsibilities

a. The Museum Director will review and approve all requests, with the advice of the Museum curatorial staff and reserves the right to cancel a loan at any time.

b. The Museum Registrar will prepare loan agreement forms, enclosure (1), prior to each loan. The Museum Registrar will photograph the outgoing object(s) and complete a Condition Report to accompany the loan agreement form. When an object is returned to the Museum the Museum Registrar will complete an incoming Condition Report and provide the Borrower with a receipt acknowledging the return of the object.

c. The Museum Registrar will arrange for all packing and transportation of objects to locations within the Naval Academy and Naval Station. Objects will not be moved to other locations or offices, transferred to others, put into storage, etc., without the advance permission of the Museum Director.

d. The Borrower will sign the loan agreement form acknowledging receipt of Navy property and acknowledging the Borrower's agreement to adhere to the conditions of the loan as set forth on the loan agreement.

e. The Borrower may be required to provide a standard American Association of Museums Facilities Report to determine adequacy of exhibition, environmental and, security standards that are acceptable for the display of USNA artifacts, models, or works of art.

f. If the Borrower desires an extension of the loan agreement, a request for an extension must be made to the Museum Director in advance of the termination date of the original loan. A condition report and photograph of the artifact, model, or work of art as it appears on display may be required.

g. All loaned property will be returned to the Naval Academy Museum at the termination of the loan period if a new loan agreement has not previously been negotiated.

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h. Loss of, or damage to, Museum objects will be reported to the Museum Director. Borrowers may be required to complete a Financial Liability Investigation of Property Loss form, enclosure (2), in accordance with reference (c).

i. The Museum Registrar will maintain a database on all Museum artifacts loaned to the Academy by other museums and agencies.



T. D. RAINS  
Deputy/Chief of Staff

Distribution:  
AA



CONDITIONS GOVERNING LOAN

1. Care and Preservation

The Borrower will exercise the same care with respect to loaned objects as one does in the safekeeping of one's own comparable property. Objects will be protected from fire, theft, mishandling, dirt, insects, and extremes of light, temperature, and humidity. Works of art will not be hung on a wall with direct or indirect sunlight or direct fluorescent light. No objects will be placed in proximity of heat sources.

2. Transportation and packing

Costs and means of transportation and packing will be borne by the Borrower unless otherwise agreed upon. The method of shipment must be agreed upon by both parties. Objects will be packed in the same manner as received.

3. Insurance

Objects will be insured based on the appraised value as ascertained by an independent appraiser paid for by the Borrower under an all risk wall-to-wall policy subject to standard exclusions. A certificate of insurance will be provided to the Lender. [Estimated value based on prior appraisal NLT \$(U.S.) \_\_\_\_\_]

4. Loss or Damage

Loss or damage to objects will be reported immediately to the Director of the Museum. Borrowers affiliated with or a part of the Federal Government will complete a Financial Liability Investigation Of Property Loss (DD Form 200) in accordance with current DoD regulations to determine financial and other responsibility regarding loss or damage of Navy property.

5. Identification and Photography

Loaned objects will be identified by use of information provided by the Lender. Appropriate credit will given to the "U.S. Naval Academy Museum" as the Lender in exhibition signage and literature. Cases of reattribution will be discussed with the Lender before new information is used. Unless otherwise noted in writing the object(s) lent may be photographed by the Borrower for educational, catalog, and publicity purposes. When the photographs are used in exhibitions or publications appropriate credit will be given the Lender.

6. Disposition and Return of Loans

Loaned objects shall remain in the possession of the Borrower and used for the purpose stated on the face of this agreement. All loaned property may be inspected or withdrawn at any time at the discretion of the Lender with reasonable notice. Unless otherwise notified in writing the object(s) will be released only to the Lender. Objects will not be moved to other locations or offices, transferred to others, put into storage (which may not adhere to Museum standards), etc. without the permission, advice, and consent of the Museum Director and his staff. All loaned property will be either returned to the USNA Museum at the termination of the loan period or a new loan agreement negotiated with the staff of the USNA Museum prior to termination.

**FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 USC 2775; DoD Directive 7200.11; EO 9397.

**ROUTINE USE(S):** None.

**PRINCIPAL PURPOSE(S):** To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.

**DISCLOSURE:** Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.

<b>1. DATE INITIATED (YYYYMMDD)</b>		<b>2. INQUIRY/INVESTIGATION NUMBER</b>		<b>3. DATE LOSS DISCOVERED (YYYYMMDD)</b>	
<b>4. NATIONAL STOCK NO.</b>	<b>5. ITEM DESCRIPTION</b>			<b>6. QUANTITY</b>	<b>7. UNIT COST</b>
					<b>8. TOTAL COST</b> 0.00
<b>9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one)</b> <i>(Attach additional pages as necessary)</i>				<input type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED
<b>10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES</b> <i>(Attach additional pages as necessary)</i>					
<b>11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10</b>					
<b>a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)</b>		<b>b. TYPED NAME (Last, First, Middle Initial)</b>		<b>c. DSN NUMBER</b>	
		<b>d. SIGNATURE</b>		<b>e. DATE SIGNED</b>	
<b>12. (X one)</b>		<b>RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)</b>		<b>REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)</b>	
<b>a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one)</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>b. COMMENTS/RECOMMENDATIONS</b>			
<b>c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)</b>		<b>d. TYPED NAME (Last, First, Middle Initial)</b>		<b>e. DSN NUMBER</b>	
		<b>f. SIGNATURE</b>		<b>g. DATE SIGNED</b>	
<b>13. APPOINTING AUTHORITY</b>					
<b>a. RECOMMENDATION (X one)</b> <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		<b>b. COMMENTS/RATIONALE</b>		<b>c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)</b>		<b>e. TYPED NAME (Last, First, Middle Initial)</b>		<b>f. DSN NUMBER</b>	
		<b>g. SIGNATURE</b>		<b>h. DATE SIGNED</b>	
<b>14. APPROVING AUTHORITY</b>					
<b>a. RECOMMENDATION (X one)</b> <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		<b>b. COMMENTS/RATIONALE</b>		<b>c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
<b>d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)</b>		<b>e. TYPED NAME (Last, First, Middle Initial)</b>		<b>f. DSN NUMBER</b>	
		<b>g. SIGNATURE</b>		<b>h. DATE SIGNED</b>	

**15. FINANCIAL LIABILITY OFFICER**a. FINDINGS AND RECOMMENDATIONS *(Attach additional pages as necessary)*

b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	f. TYPED NAME <i>(Last, First, Middle Initial)</i>	g. DSN NUMBER
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY <i>(YYYYMMDD)</i>	i. DATE APPOINTED <i>(YYYYMMDD)</i>
	j. SIGNATURE	k. DATE SIGNED

**16. INDIVIDUAL CHARGED**a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND *(X one)*
 Submit the attached statement of objection.
  Do not intend to make such a statement.

b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.

c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	d. TYPED NAME <i>(Last, First, Middle Initial)</i>	e. SOCIAL SECURITY NUMBER
	g. SIGNATURE	h. DATE SIGNED
f. DSN NUMBER		

**17. ACCOUNTABLE OFFICER**

a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD

b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	c. TYPED NAME <i>(Last, First, Middle Initial)</i>	d. DSN NUMBER
	e. SIGNATURE	f. DATE SIGNED