



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

OPNAVINST 5754.1C
DNS-H
31 May 2012

OPNAV INSTRUCTION 5754.1C

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.

2. Cancellation. OPNAVINST 5754.1B.

3. Background. The Navy Art Collection was created in July 1986 by merging the historical art assets of the Director of Naval History with the World War II Combat Art Collection and, later, with works in the custody of the Navy's Chief of Information. This visual representation of the Navy's history was established to give viewers a better appreciation of the Navy's many contributions to the nation in peace and war. This national treasure is managed by the Director of Naval History as Curator for the Navy. In this capacity, he or she is responsible for all the Navy's historical art, artifacts, and photograph collections. He or she also provides for their proper preservation, maintenance, and exhibition and recommends policies for their growth to higher authority and implements them on approval. The art collection's prime exhibit area is the Navy Art Gallery, Building 67, Washington Navy Yard. The Navy Art Gallery also serves as a maintenance and storage site for that part of the collection not on display.

4. General

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

b. A painting will 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.

c. Original art will be loaned for office decoration per the guidelines in the following paragraphs. When original art is not available or authorized, the command involved may purchase photo reproductions of paintings in the Navy Art Collection. These copies become the property of the purchasing command. The Navy Art Collection staff can assist with information and arrangements.

5. Eligibility

a. General. Eligible recipients for temporary exhibits loans are: Navy commands, Federal agencies, 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, 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. The Curator will identify the required documents on a case-by-case basis.

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 will be 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 may be 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 the Navy
- (2) The Under Secretary of the Navy

- (3) The General Counsel of the Navy
- (4) The Assistant Secretaries of the Navy
- (5) The Chief of Naval Operations
- (6) The Vice Chief of Naval Operations
- (7) Director of Navy Staff
- (8) Admirals headquartered in the Washington, DC metropolitan area
- (9) Vice admirals headquartered in the Washington, DC metropolitan area
- (10) The Secretary of Defense
- (11) The Deputy Secretary of Defense
- (12) The Under Secretaries of Defense
- (13) The Assistant Secretaries of Defense
- (14) The Chairman of the Joint Chiefs of Staff
- (15) The Vice Chairman of the Joint Chiefs of Staff

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

d. Loan of Art for Office Decorations. Loans for office decorations will not be made outside the Washington, DC metropolitan area unless approved by Director, Navy Staff.

e. Loan of Art Requests. Requests for loan of Navy art for decoration of government quarters are subject to Vice Chief of Naval Operations 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 will 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 delivery of art, 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 will inspect the spaces where paintings are to be exhibited to determine their suitability for displaying works from the collection.

(2) Paintings will be delivered, hung, and subsequently moved only by representative of the Curator's staff.

(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.

(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 Gallery.

7. Conditions

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

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

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

(3) The borrower will 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 will 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 will 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) Per reference (a), the Navy may 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 will 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 Gallery 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) The borrower will 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.

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

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

(5) The borrower is the only person authorized to sign for the loan of Navy art; this function cannot be delegated to subordinates.

(6) The Curator may cancel the loan at anytime 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 (M-)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.daps.dla.mil/web/public/home>.

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b. The reporting requirement in paragraph 6b(2) is assigned Report Control Symbol (RCS) OPNAV 5754-1. RCS OPNAV 5754-2 is assigned to the requirement in paragraph 7a(5). These requirements are approved per SECNAV M-5214.1 of December 2005.



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Director, Navy Staff

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