

U.S. Department of
Homeland Security

United States
Coast Guard



Commandant
United States Coast Guard

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COMDTINST 5728.5
3 SEPTEMBER 2009

COMMANDANT INSTRUCTION 5728.5

Subj: POLICY ON INTERNAL LOANS OF COAST GUARD ART/ARTIFACTS TO FLAGS/SES

Ref: (a) PUBLIC AFFAIRS MANUAL, COMDTINST 5728.2 (series), Chapters 3 and 6

1. PURPOSE. This Instruction publishes interim policy on internal loans of Coast Guard art and artifacts to admirals and members of the Senior Executive Service.
2. ACTION. Area, district, and sector commanders, commanders of maintenance and logistics commands, commanding officers of integrated support commands, commanding officers of headquarters units, deputy and assistant commandants for directorates, Judge Advocate General and special staff elements at Headquarters shall ensure compliance with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION. Coast Guard Community Relations and the Coast Guard Historian's Office administer loans of Coast Guard art and artifacts, respectively. The purpose of these collections is to educate and inform the public of the service's history and missions. An unprecedented demand for internal loans requires guidance to ensure the need for a suitable stock for external display is balanced by the benefits gained by displaying art in senior executives' offices and representational quarters. The following standards will apply in addressing internal loan requests. These will also be incorporated in the next revision of ref (a).
5. PROCEDURES FOR COAST GUARD ART COLLECTION. Due to limitations in the number of works suitable for display in the collection and the increasing interest of museums and other venues in large displays, the following policies apply:

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NON-STANDARD DISTRIBUTION:

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- (a) Artwork may be reviewed and selected from the Coast Guard's internet website in the "Multimedia" section at the following link: http://www.uscg.mil/community/Art_Program.asp. Commandant (CG-09223) staff can assist flag and SES leadership in reviewing and choosing artwork or reproductions for display in representational quarters or public areas and provide information on availability and dimensions.
 - (b) All original artwork on loan internally remains part of the art program and may be recalled for external display if needed. For this reason, borrowers are encouraged to take advantage of high quality framed reproductions on canvas for internal display. Examples of these reproductions can be viewed in Commandant (CG-092) offices.
 - (c) A maximum of two pieces of original art may be lent to public areas of offices for flag and SES-level leadership.
 - (d) Original art may be lent for changes of command for 0-7 level and above.
 - (e) A maximum of two pieces of original art will be available for representational quarters for two-star and below.
 - (f) Original artwork will not be provided for private offices, decoration or change of command ceremonies below the flag level.
 - (g) Needs for artwork beyond those above, whether for offices or quarters, can be met with high quality framed reproductions on canvas. High-resolution files of over 1,000 images in the collection are available on the Coast Guard's internet website at the link provided above.
 - (h) Reproductions become the permanent property of the office obtaining them.
 - (i) Address requests for original art to Art Program Coordinator Mary Ann Bader at mary.a.bader@uscg.mil or by phone at 202-372-4643. Allow six weeks to prepare art for shipment or delivery. Transportation costs will be borne by the borrower to and from the exhibit center.
6. PROCEDURES FOR ARTIFACTS IN THE HISTORIAN'S COLLECTION. There are a number of factors that must be met and requirements for care that must be in place before loans of artifacts are granted for internal use.
- (a) Artifacts must be in good to excellent condition
 - (b) If an artifact needs restoration or repair work, the borrowing office or department will be required to pay for all conservation work on that item in order to borrow the item.
 - (c) Exceptionally rare or valuable heritage assets are restricted for use in planned exhibitions for a set period of time with specific care and security conditions.

(d) Borrowing offices, where applicable, are responsible for all costs associated with transporting an artifact or artwork to the borrowing location and eventual return to the exhibit center.

(e) Borrowers must:

(1) Maintain appropriate climate and environmental control of display areas and cases. Avoid direct sunlight and extremes in temperature and humidity.

(2) When required by the curatorial office, artifacts must be housed in locked cases in order to avoid unauthorized handling and prevent theft.

(3) Maintain appropriate safety and security procedures for all heritage assets.

(4) Sign a formal loan agreement with the curator's office. Loan agreements are for specific locations, purposes, and time periods.

(5) To process a loan, call or email Coast Guard Curator Arlyn Danielson, at 301-763-4008 or email: Arlyn.S.Danielson@uscg.mil

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Notice and have been determined not to be applicable.

8. FORMS/REPORTS. None.

/s/

C. D. MICHEL

Rear Admiral, U.S. Coast Guard

Director of Governmental and Public Affairs

