



*History*

**UNITED STATES TRANSPORTATION COMMAND ART, ARTIFACT, AND  
COMMON AREA DÉCOR PROGRAM**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Instruction provides the policies and procedures for managing the United States Transportation Command (USTRANSCOM) art and artifact program and provides guidance for décor of common-use hallways and lobbies, and directorate and command support group (CSG) areas. Refer recommended changes and questions about this publication to the office of primary responsibility using Air Force Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with USTRANSCOM Instruction 33-32, *Records Management Program*.

## **SUMMARY OF REVISIONS**

This Instruction updates the buildings part of the USTRANSCOM campus.

**1. References, Abbreviations, Acronyms, and Terms.** References, related publications, abbreviations, acronyms, and terms used in this Instruction are listed in Attachment 1.

**2. General.** USTRANSCOM Research Center (TCRC) serves as the art and artifact program manager. Management of the program includes budgeting, funding, acquisition, inventory, framing, repair, restoration, and display of artwork and artifacts for the command. Artwork includes limited edition prints, posters, photos, and maps. Artifacts included in this Instruction are located inside USTRANSCOM-managed buildings 1900E, 1900W, and 1961; USTRANSCOM-managed spaces in other facilities; and displays in the USTRANSCOM Transportation Plaza located adjacent to Building 1900E. Only TCRC may purchase and frame artwork and acquire artifacts for command spaces. Military Surface Deployment and Distribution Command (SDDC) is authorized to decorate the common-use conference rooms and common areas on third floor, B1900W. The décor must look professional and be consistent with USTRANSCOM standards as approved by the USTRANSCOM Chief of Staff (TCCS).

### **3. Artwork and Artifacts**

**3.1.** TCRC will purchase, frame, display, and allocate art for the command using funds allocated annually to TCRC. In addition, TCRC will purchase or acquire through a loan program, display, and maintain artifacts. Centralizing the program provides accountability and budgeting oversight; assures quality and suitability of artwork and artifacts; maintains the central themes of USTRANSCOM's history, heritage, mission, assets, and people; and promotes awareness of the Services and the command's commercial partners.

**3.2.** Individual pieces from the art and artifact collection are valuable and must not be moved without permission from TCRC. The artifacts at USTRANSCOM are museum quality. Do not handle or place items on the artifacts such as hats, cell phones, file folders, cups, or food containers of any kind. Notify TCRC as soon as possible of any damage to artwork and/or artifacts.

**3.3.** TCRC will place a tag on the back of each piece of art listing the assigned identification number and title and stamped "PROPERTY OF USTRANSCOM RESEARCH CENTER." Individuals may display their own artwork in their personal working spaces. Such artwork must be framed and in good taste. A "Property of (name of individual)" statement should be written on the back of the artwork to identify ownership.

**3.4.** Requests for artwork for directorates and CSG areas will be filled first through the existing collection. TCRC will purchase new pieces only when suitable pieces are not available. When purchasing new artwork for directorates or CSG areas, TCRC will seek assistance from the requester for delivery of the artwork to and from the frame shop and hanging.

**3.5.** TCRC will log artwork assigned to directorates or CSG areas into the TCRC database showing location, identification number, and description of the artwork.

**3.6.** Certain pieces of artwork and/or artifacts may be used for Service birthdays, personnel retirements, and other ceremonies provided the following conditions are met:

**3.6.1.** Requester assigns a point of contact (POC) to TCRC in writing or email.

**3.6.2.** The POC submits the request to TCRC via email ten working days in advance providing date, time, type, and location of ceremony, and name of person(s) responsible for moving the item(s) to and from its original location.

NOTE: TCRC reserves the right to decline any request based on the item's mobility and fragility. Damage to the item(s) while being moved or during the ceremony will be paid for by the requesting office and performed by a TCRC-approved contractor. A report of survey will be accomplished.

**3.7.** TCRC will conduct an annual inventory of the art and artifacts within the command. TCRC will provide directorates and CSGs a list of artwork assigned to their areas. Directorates and CSGs will account for their holdings and submit the results, in writing, to TCRC. Every other

year, TCRC will conduct a “hand’s on” inventory. TCRC is responsible for inventorying art and artifacts in the common areas assigned to USTRANSCOM.

**3.8.** Art and artifacts purchased or loaned by TCRC for long-term use in directorates and CSGs will be returned to TCRC when the items are no longer needed. Artwork no longer deemed necessary to the collection will first be offered to other units on Scott Air Force Base, Illinois, and then disposed of in accordance with appropriate procedures. Artifacts will be returned to the owning organization.

**4. Common Areas.** Common areas are defined as building lobbies, hallways exterior to directorate and CSG spaces, conference rooms, and any area not within a directorate’s functional space. These spaces are controlled by TCCS. TCRC will work with Facilities Engineering (TCCS-FE) to design and decorate common areas as approved by TCCS. Nothing (awards, rugs, mats, furniture, display cabinets, etc.) may be added in these areas without TCCS approval. Approval must be via electronic staff summary sheet coordinated through TCCS-FE and TCRC for TCCS approval.

JAY H. SMITH  
Director, Research Center

**Attachment 1****GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS****Section A – References**

USTRANSCOM Policy Directive 32-1, *USTRANSCOM Facilities - Buildings 1900 and 1961, and USTRANSCOM-Occupied Work Space at Other Agencies on Scott Air Force Base, Illinois*

USTRANSCOM I 32-2, *USTRANSCOM Facility Standards*

**Section B - Abbreviations and Acronyms**

Not used.

**Section C - Terms**

Not used.