



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
NATIONAL MUSEUM OF THE UNITED STATES ARMY  
1775 LIBERTY DRIVE  
FORT BELVOIR, VA 22060-1803

January 11, 2024

## **“I Am An American” Traveling Exhibit Artifact Donation/Loan Process**

as facilitated by the National Veterans Network

For an artifact to be considered for the “I Am An American: The Nisei Soldier Experience” traveling exhibit, all offers must be submitted no later than May 1, 2024. *Please be advised that consideration and acceptance of your items does NOT guarantee its inclusion into the traveling exhibit.*

### Definitions:

- Artifact – Objects that are historically significant because of their association with a person, organization, event, or place.
- Donation – Gifts from individuals or institutions, in which the donor owns the property and transfers full ownership to the Army.
- Loan – The temporary transfer of property owned by an individual or institution for a specific purpose, in which the lender retains ownership and all intellectual property rights.
- Images/Maps/Documents – Reproduction photographs, letters, documents, formal paperwork, maps, etc. The owner of these documents retains full ownership and intellectual property rights but allow the organizing entity (the Museum and NVN) permission to utilize their property as reproductions.

If a veteran and/or family is interested in permanently donating an object/artifact to the United States Army’s historical collection, please follow the below process:

1. Send an email to our facilitator, the National Veterans Network (hereinafter NVN) at [info@nvnvets.org](mailto:info@nvnvets.org). Requests will only be considered if they include a high-resolution photograph (300 dpi) of the object(s) along with the name of the Soldier, unit, and history behind the item, and any other relevant information. Each offer will be shared with the Museum for initial review to determine their interest. NVN is tracking all offers submitted for consideration.
2. If the Museum is interested, the family will be asked to sign Department of the Army (DA) Form 5572, Gift Agreement. *\* Please note that this form asks the owner to declare a value for each item listed; this is not required unless a formal appraisal already exists.*
3. The donation process for the Museum is quite lengthy and includes a review by the U.S. Army Center of Military History. We ask and thank you for your patience with this process. *\* Please note that the Museum cannot physically accept possession of the item(s) until the formal approval process has been completed.*

If a veteran and/or family member is interested in loaning an object/artifact specifically for use in the “I Am An American” traveling exhibit, please follow the below process:

1. Send an email to our facilitator, NVN at [info@nvnvets.org](mailto:info@nvnvets.org). Requests will only be considered if they include a high-resolution photograph (300 dpi) of the object(s) along with the name of the Soldier, unit, and history behind the item, and any other relevant information. Each offer will be shared with the Exhibit Team for initial review to determine their interest. NVN is tracking all offers submitted for consideration.
2. If the Exhibit Team is interested in adding any item(s) to the traveling exhibit storyline, the owner will be notified via email and further coordination will take place at that time. *\* Please note that objects on loan will be provided with an equal level of professional care as given objects in the Museum's permanent collection.*
3. Each lender will be responsible for acquiring a professional appraisal of their item(s). The loan will be insured for that appraised value under the Army Historical Foundation's fine arts insurance policy, not to exceed \$200,000. *\* Please be aware that because each loan is covered under the Army Historical Foundation's fine arts policy, the Loan Agreement will be signed with The Army Historical Foundation and not with the Museum.*
4. Each lender will provide written documentation summarizing the condition of their item(s) at the time of transfer/shipment, to include high resolution (300 dpi) digital images.

If a veteran and/or family member is interested in providing photos, images, or documents for use in graphic elements of the "I Am An American" traveling exhibit, please follow the below process:

1. Send an email to our facilitator, NVN at [info@nvnvets.org](mailto:info@nvnvets.org). Requests will only be considered if they include a high-resolution photograph (300 dpi) of the object(s) along with the name of the Soldier, unit, and history behind the item, and any other relevant information. Each offer will be shared with the Exhibit Team for initial review to determine their interest. NVN is tracking all offers submitted.
2. If the Exhibit Team is interested in adding any item(s) to a traveling exhibit graphic element, the owner will be notified via email and further coordination will take place at that time.
3. The lender will be responsible for providing a high-resolution copy of each document(s) to be used. If the lender does not have that capability, temporary transfer of the document(s) to the Museum can occur for scanning. Item(s) will be immediately returned to the owner upon completion.

Thank you for your consideration and support for the "I Am An American: the Nisei Soldier Experience" traveling exhibit. All questions can be sent to the NVN at [info@nvnvets.org](mailto:info@nvnvets.org).