# SAMPLE DOCUMENT

**Type of Document:** Delegation of Authority  
**Date:** 2004

**Museum Name:** National Museum of the United States Air Force  
**Type:** Specialized: Military

**Budget Size:**  
$10 million to $24.9 million  
**Budget Year:** 2008

**Governance Type:** Federal  
**Accredited:** Yes

**Notes on strengths or special features:**  
The document addresses the following issues:
- [x] Who appoints the Director
- [x] Describes the Director’s relationship to the governing authority
- [x] Describes the Director’s relationship to any advisory groups
- [x] Identifies the Director’s primary responsibilities
- [x] States the Director’s relationship to the other staff
- [ ] Other:

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BY ORDER OF THE
SECRETARY OF THE AIR FORCE
AIR FORCE INSTRUCTION 84-103
27 OCTOBER 2004

History
U.S. AIR FORCE HERITAGE PROGRAM
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OPR: USAFM/MU Certified by: HQ USAF/HO
(Mr. William Heimdahl)
Supersedes AFI 84-103, 3 January 2003. Pages: 93
This instruction helps implement AFPD 84-1, Air Force History and Museum Programs, by giving requirements for the management of historical property and related museum activities.
1.5.7. The Director of the USAF Museum and USAF Heritage Program:
1.5.7.1. Supervises the USAFM.
1.5.7.2. On behalf of the Secretary of the Air Force, discharges Air Force responsibilities concerning the loan, exchange, or donation of excess historical property (10 USC 2572). Identifies historical property and services to be obtained via exchange. Manages and oversees the acquisition of exchange assets. Reviews all exchange proposals and authorizes the release of exchange packages to the Air Force Materiel Command Exchange Oversight Sub-Committee. Manages the USAF Civilian Museum Loan Program.
1.5.7.3. Exercises stewardship responsibility on behalf of the Secretary of the Air Force for all Air Force historical property.
1.5.7.4. Owns and ensures the control of all historical property, including identification, acquisition, preservation, accessioning and cataloging, loan, transfer, exchange, and disposition.
1.5.7.5. Ensures maintenance and disposition of all records in accordance with AFMAN 37-139.
1.5.7.6. Designates as historical property significant contemporary and obsolete aerospace vehicles and other equipment or material relating to the history of the Air Force. Coordinates appropriate actions to acquire and preserve them.
1.5.7.7. Makes policy recommendations to HQ USAF/HO.
1.5.7.8. Provides the Secretary of the Air Force, Air Staff, HQ USAF/HO and MAJCOMs with professional expertise and advice on the material heritage of the Air Force.
1.5.7.9. Provides technical guidance and professional assistance to Air Force heritage activities, other government activities, educational institutions and private, nonprofit organizations that portray Air Force history in their museums and exhibits.