

DEPARTMENT OF THE NAVY
Office of the Secretary
Washington, D.C. 20350-1000

SECNAVINST 5700.15
OP-09BH
28 July 1986

SECNAV INSTRUCTION 5700.15

From: Secretary of the Navy
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: NAVY ART PROGRAM (NAP)

1. Purpose. To establish policies and procedures for the operation of the Navy Art Program (NAP).

2. Cancellation. OPNAVINST 5700.14.

3. Policy. The objective of the Navy Art Program is to acquire, preserve and display works of art depicting Navy men and women on active duty, and the ships, aircraft and equipment used in carrying out the Navy's mission. The art collection will be assembled to represent current and historical documentation of the Navy, and displayed to tell the Navy story to civilian and military audiences and to support Navy recruiting efforts.

a. Artist Qualifications. Artists who paint for NAP should have had personal contact with and knowledge of Navy personnel in the performance of their duties throughout the world. Artists participating in the program will be invited/approved by the Director of Naval History. Once approved, letters of invitation will be issued by the Director of Naval History.

b. Artist Assignments. Artists selected to paint for NAP will be issued invitational travel orders (for civilian artists), or temporary duty orders (for active duty Navy personnel).

c. Art Disposition. All completed artworks produced by artists working under either invitational travel orders or temporary additional duty orders become the sole property of the Department of the Navy (DON), to include all rights of reproduction.

d. Art from External Sources. All artwork offered to the Department of the Navy for inclusion in the NAP from sources other than as noted in subparagraph c above, will be reviewed by the Director of Naval History in order to ensure the artistic quality, appropriateness to NAP objectives, and acceptability of the work.

4. Guidelines For Artwork

a. Navy subjects for portrayal should be job-related and focus on all aspects of current and historical Navy activities.

b. Artists should strive to capture those activities that best depict and distinguish Navy personnel from their civilian counterparts in the performance of their duties.

5. Procedures

a. When requested by the Director of Navy History, through coordination with on-scene authorities, local liaison officers should ensure that artists assigned to their command and traveling under invitational travel orders or temporary additional duty orders are provided assistance as follows:

(1) Information on the Navy community and Navy life in general.

(2) A thorough, unclassified briefing on the operation of the local command's activities.

(3) Logistical support necessary to ensure the artist is able to adequately accomplish the assignment.

b. Requests for exhibitions of original artworks from the NAP collection or for reproductions in publications and advertising should be directed to the Director of Naval History (OP-09BH) Navy Department, Washington DC 20350-1200.

c. Civilian and Navy artists interested in assignments to paint for the NAP must submit a written request to the Director of Naval History (OP-09BH), Navy Department, Washington DC, 20350-1200.

6. Responsibility. The Director of Naval History, under the Chief of Naval Operations, is responsible for the operation and maintenance of NAP under the guidelines in this instruction. He shall:

a. Prepare and maintain records necessary for the inventory of artwork; including cataloging, recording, photography, appraisal of the monetary value of the collection, and writing of narratives and artist's biographies;

b. Maintain proper security of the collection;

c. Issue letters of invitation to qualified artists, approve all artist assignments and issue Invitational Travel Orders, or Temporary Additional Duty orders to artists;

d. Approve all subjects for art assignments on the basis of their historical and artistic importance to the Navy;

e. Coordinate with local authorities to insure proper assistance for artists on assignment;

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f. Authorize the temporary exhibition of original paintings from NAP by Government agencies and civilian organizations to further public relations and recruiting support objectives. Provide management and logistical support for selection, packaging, maintenance, storage, shipment display and security of NAP exhibitions;

g. Authorize reproduction of art from the NAP in publications and in advertising when it will contribute to the objectives in paragraph 3;

h. Approve all artwork recommended for inclusion as part of the NAP Lithograph Series, for distribution

by the Navy Publication and Forms Center, Philadelphia, PA;

i. Provide funding for artist assignments, including travel, per diem and miscellaneous expenses (art and related supplies);

j. Budget for the O&M,N and OPN funds required to operate and maintain NAP and its display facilities.

JOHN LEHMAN
Secretary of the Navy

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