



**U.S. DEPARTMENT OF TRANSPORTATION**  
**FEDERAL AVIATION ADMINISTRATION**  
Mike Monroney Aeronautical Center Policy

**ORDER**  
**AC 1730.4H**

Effective Date:

11/02/2023

**SUBJ: Bulletin Boards**

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**1. Purpose of This Order.** This Order states policy, standards, and procedures governing Aeronautical Center Bulletin Boards.

**2. Audience.** This Order is distributed to all supervisors, managers, and equivalent at the Aeronautical Center and at all associate organizations located at the Aeronautical Center.

**3. What This Order Cancels.** Order AC 1730.4G, Bulletin Boards, dated 06/09/17, is canceled and replaced with this update which includes an inventory of all Official Bulletin Boards.

**4. Policy.** Since bulletin boards represent one of various means of communication of information to employees, they shall be maintained in an attractive and timely manner. Material containing defamatory statements or inferences, or commercial sales material shall not be posted. Supervisors shall remove any unsuitable or unapproved material found on division bulletin boards.

**5. Where to Find This Document:** This Order is located in the FAA Directives Management System (DMS) website: [http://employees.faa.gov/tools\\_resources/orders\\_notices](http://employees.faa.gov/tools_resources/orders_notices).

**6. Categories of Bulletin Boards.**

a. Official bulletin boards are bulletin boards provided for posting regulations, official notices, or other approved material of concern or interest to all Aeronautical Center employees. These boards, appropriately identified, are normally glass enclosed and equipped with a lock. Locations of current official bulletin boards and the organizations to which they are assigned are listed in Appendix 1.

b. Labor organization boards are bulletin boards provided by the Agency for the exclusive use of a labor organization in accordance with a contractual agreement between the Agency and that particular labor organization.

c. Division bulletin boards are unofficial bulletin boards provided for posting organizational related information. These boards are normally not glass enclosed or locked and are maintained by individual organizations. Two or more divisions in adjoining areas may wish to share a board.

## 7. Responsibilities.

a. The Office of Labor and Employees Relations (AHL-C400) shall be responsible for the approval of all material posted on all Official bulletin boards. Approval will be indicated by a date stamp entered at the top of the backside of the material to be posted. AHL-C400 is also responsible for the approval or disapproval of requests for the establishment, removal, repurpose or relocation of all Official or Labor Organizational bulletin boards. Upon receipt of an authorization from AHL C400, the Operations and Maintenance Division (AMP-300) will install, remove, or relocate bulletin boards.

b. Program directors/staff managers and tenant equivalents shall be responsible for the location, identification, and proper maintenance of bulletin boards in their areas. Where areas of two separate divisions overlap, the responsibility lies with the division having the largest employee population. Program directors/staff managers and tenant equivalents are also responsible for the approval or disapproval of material posted on division bulletin boards. These responsibilities may be re-delegated.

## 8. Arrangement of Material on Bulletin Boards.

a. Official Bulletin Boards shall, to the greatest extent possible, be arranged similarly to the illustration in Appendix 2. For other suggested documents to be posted on official bulletin boards, please visit the FAA's required reading materials at the following link:  
[http://www.faa.gov/jobs/new\\_employee\\_onboarding/required\\_reading\\_material/](http://www.faa.gov/jobs/new_employee_onboarding/required_reading_material/).

b. Labor Organization Boards arrangement is within the prerogative of the labor organization concerned.

c. Division Bulletin Boards shall be arranged with the left side used for semi-permanent posters, division information, supervisor information, etc. The right side may be used for employees' personal ads and material from Aeronautical Center employee, social, welfare, and recreational groups qualified for special recognition and privileges under FAPM Letter 735-1. Material placed on bulletin boards should be dated to facilitate the removal of older material.

**KEVIN G  
O'CONNOR** Digitally signed by  
KEVIN G O'CONNOR  
Date: 2023.11.02  
11:39:35 -05'00'

Kevin O Connor  
Deputy Director, Mike Monroney Aeronautical Center

**Appendix 1. Official Bulletin Board**

<b>BUILDING #</b>	<b>BUILDING NAME</b>	<b>LOCATION OF BOARD</b>	<b>RESPONSIBLE ORGANIZATION</b>
1	HQ	Entrance to Einstein, on SW wall	AHF-C400
2	LSF	B100C	AJW-L130
2	LSF	NW Entrance	AJW-L130
6	FSB	South entrance, east wall, locked	AMA-200
14	AHQ	2nd floor, northeast corner, across from 229	AAQ-700
15	BMB	North/South corridor 100C	AMP
23	STB	2nd floor Breakroom, between refrigerators	AMA-400 & AJI
24	MPB	1st floor NE Breakroom 102	AMK
27	TPSB	NW entrance between snack bar & elevator	AMA-480
29	REG	1st floor, break area	AFB-700
189	AOS	East side entrance, by room 112, locked	AJW-141
195	GNS	Main south entrance, south wall, west board, locked	AMA-430
204	VOR	Northeast entrance, north wall, locked	AMA-420
215	TSF	1st floor, east entrance, by room D03	AJW-L130

**Appendix 2. Arrangement of Official Bulletin Boards**

Permanent	Temporary
<ol style="list-style-type: none"> <li>1. OSHA Notices</li> <li>2. Civil Rights Information</li> <li>3. USERRA Policies</li> <li>4. DOL Policies</li> <li>5. FAA Employment Policies</li> </ol>	<ol style="list-style-type: none"> <li>1. Safety bulletins</li> <li>2. U.S. Savings Bond Material</li> <li>3. Labor Management Relations Postings</li> <li>4. Agency Charity Drive Material</li> <li>5. Credit Union Information</li> <li>6. Employee Recreational, Social, and Welfare Group Information</li> <li>7. Incentive Awards Program Material</li> <li>8. Medical Treatment Information</li> <li>9. Other Posters and Bulletins – of an official nature which provide information, to all employees.</li> </ol>