

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AC 1730.4F

MIKE MONRONEY AERONAUTICAL CENTER
OKLAHOMA CITY, OKLAHOMA

12/15/06

SUBJ: BULLETIN BOARDS

1. **PURPOSE.** This Order states policy, standards, and procedures governing Aeronautical Center Bulletin Boards.
2. **DISTRIBUTION.** 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. **CANCELLATION.** Order AC 1730.4E, Bulletin Boards, dated 07/06/04, is canceled and replaced with this update, which transfers the responsibility for this directive from the Office of Human Resource Management (AMH) to the Office of Facility Management (AMP-1).
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. **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. **Division bulletin boards** are unofficial bulletin boards provided for posting information of interest or concern to employees within the immediate organizational entity. These boards are normally not glass enclosed or locked. Two or more divisions in adjoining areas may wish to share a board.
 - c. **Labor organization boards** are bulletin boards provided in accordance with special agreements made under the Labor-Management Relations Program. These boards are for the sole use of the labor organization, which is a party to the agreement. Where there is an exclusive labor organization representative for the unit in which a bulletin board is located, approval to post material on such boards will not be given to another labor organization unless it has filed a valid challenge with the appropriate Regional Director, Federal Labor Relations Authority.
6. **RESPONSIBILITIES.**
 - a. **The Office of Human Resource Management (AMH-1)** shall be responsible for approval of material to be posted on official bulletin boards. AMH-1's approval will be indicated by a date stamp entered at the top of the backside of the material to be posted. AMH-1 is also responsible for the approval or disapproval of requests for the establishment, removal, or relocation of official bulletin boards. Upon receipt of an authorization from AMH-1, the Operations and Maintenance Division (AMP-300) will install, remove, or relocate bulletin boards.

Distribution: A-Y-5 (including all tenants)

Initiated By: AMP-1

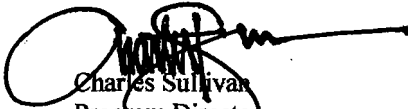
b. Program directors/staff managers and tenant equivalents shall be responsible for the location, identification, and proper maintenance of bulletin boards in their areas. Where areas of two separate divisions overlap, the responsibility lies with the division having the largest employee population. 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 redelegated.

7. 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. Postings on these boards shall be limited to material approved by AMH-1.

b. 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.

c. Labor organization board arrangement is within the prerogative of the labor organization concerned. Employee labor organization representatives shall post (and remove) material pertaining to the business of a labor organization on these boards only during their non-duty hours.



Charles Sullivan
Program Director,
Office of Facility Management

**APPENDIX 1. LOCATION AND RESPONSIBLE ORGANIZATION
FOR OFFICIAL BULLETIN BOARDS**

BUILDING NAME (NUMBER)	LOCATION OF BOARD	RESPONSIBLE ORGANIZATION
Academy Headquarters (14)	2 nd floor, west end, east wall, locked	AMA-300
Air Nav. Facilities #1 (5)	2 nd floor, north entrance, west wall	AMA-1
Air Nav. Facilities #2 (12)	1 st floor, SE entrance, south wall, locked	AME-1
AOS (189)	Outside east wall of library, locked	AOS-200
Aviation Records (22)	1 st floor, center, locked	AVN-2
Base Maintenance (193)	Main entrance, locked	AMP-300
Civil Aerospace Medical Institute (13)	1 st floor, main entrance, outside rm. 153, locked	AAM-3/6
Flight Inspection (4)	1 st floor, middle of north hallway, north wall, west board, locked	AMA-514
Flight Inspection (4)	2 nd floor, north end, top of stairway, locked	AMA-514
Flight Standards (6)	South entrance, east wall, locked	AMA-200
GNAS (195)	Main south entrance, south wall, west board, locked	AMA-430
Hangar 9 (10)	1 st floor, east entrance, locked	AVN-300
Hangar 9 (10)	1 st floor, SW entrance, locked	AVN-300
Hangar 9 (10)	1 st floor, NW entrance, locked	AVN-300
Headquarters (1)	Entrance to cafeteria	AMH-100
Multi-Purpose (24)	1 st floor, north entrance, locked	AMI-1
Multi-Purpose (24)	3 rd floor, north hallway, locked	AMQ-100
Radar Training Facility (25)	1 st floor, center of bldg, west entrance	AMA-500
Registry (29)	2 nd floor, center of bldg, west wall, locked	AFS-700
Thomas P. Stafford (27)	1 st floor, SW entry hall, locked	AMA-480
Thomas P. Stafford (27)	Basement, south end, under stairs, locked	AMA-480
VOR/TACAN/DME (204)	NE Entrance, north wall, locked	AMA-420

APPENDIX 2. SUGGESTED ARRANGEMENT OF OFFICIAL BULLETIN BOARDS**Permanent**

1. OSHA Notices
2. Civil Rights information
3. FAA employment policies

Temporary

1. Safety bulletins
2. U.S. Savings Bond material
3. Labor management relations postings
4. Agency charity drive material
5. Credit union information
6. Employee recreational, social, and welfare group information
7. Incentive awards program material
8. Medical treatment information
9. Other posters and bulletins of an official nature which provide information to all employees