



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

**ORDER**  
**AC 1730.4G**

Effective Date:  
06/09/17

**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 1730.4F, Bulletin Boards, dated 12/15/06, 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 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.

c. 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.

## 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.

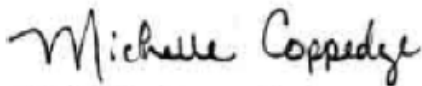
b. Program directors/staff managers and tenant equivalents shall be responsible for the location, identification, and proper maintenance of bulletin boards in their areas. Where areas of two separate divisions overlap, the responsibility lies with the division having the largest employee population. 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. Employee labor organization representatives shall post (and remove) material pertaining to the internal business of a labor organization on these boards only during their non-duty hours.

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.



Michelle Coppedge  
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 east wall	AHF-C400
2	LSF	East side entrance, by room B109, locked	AML-033
2	LSF	South side entrance, by room C107, locked	AML-033
6	FSB	South entrance, east wall, locked	AMA-200
15	BMB	South entrance, Inside room 108	AMP-300
24	MPB	3rd floor, north hallway, locked	AAQ-700
27	TPSB	1st floor, southwest entrance, locked	AMA-480
27	TPSB	Basement, south end, under stairs, locked	AMA-480
29	REG	1st floor, break area	AFS-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	AML-033

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

<u>Permanent</u>	<u>Temporary</u>
<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>