



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

NextGen Organization
William J. Hughes Technical Center

**ORDER
NG 1730.1**

Effective Date:
08/01/2015

SUBJ: Use and Management of the William J. Hughes Technical Center's
Bulletin Boards and Digital Signage Displays

1. Purpose of This Order. This order states policy, standards, and procedures for posting of information in and around the FAA William J. Hughes Technical Center, management and control of official bulletin boards and digital signage displays.

2. Audience. This order applies to all federal employees and contractors located at the William J. Hughes Technical Center.

3. Where to Find This Order. You can find this order on the FAA.GOV website under the "Regulations & Policies" tab and select "[Orders & Notices](#)" or you can also find this order on the MyFAA Employee website. Use "Tools & Resources" tab and select "[Orders & Notices.](#)"

4. Policy.

a. Bulletin boards and digital signage displays represent one of various means of communication of information to the workforce and are strategically located in buildings throughout the Technical Center. Information posted on bulletin boards and digital signage displays are restricted to authorized material only as outlined in Sections 6 and 7 of this Order.

b. Bulletin boards are the only authorized place for the posting of material at the William J. Hughes Technical Center. Individuals may not place materials on any walls, windows, doors, columns, outside cubicles or elevator lobbies in Technical Center buildings. Employees may place appropriate, non-offensive material on the inside walls of their cubicles/offices. Appendix A contains the current list of bulletin boards and digital signage displays at the Technical Center.

5. Bulletin Boards and Digital Signage Displays.

a. Bulletin boards, managed by Quality Management Support Services Branch, ANG-E31 are for posting of regulations, official notices, or other approved material of concern or interest to all Technical Center employees. Locations of current bulletin boards and the organizations are listed in Appendix A.

b. Digital signage, managed by Center Service Liaison and Imaging Technologies Branch, ANG-E32, serves as a visual communications medium that informs FAA employees, contractor

and tenant organizations about events occurring at the FAA Technical Center. The following items are authorized for posting on digital signage:

- (1) Programs, meetings, and activities held at the Technical Center,
- (2) Up-to-date weather information and alerts,
- (3) FAA news and important current events,
- (4) Live and recorded video content, and,
- (5) Emergency messages and alerts.

6. Materials Authorized for Posting.

a. Equal Employment Opportunity (EEO) materials. No request form is required for posting by the Civil Rights Director or designee.

b. Labor Management Relations (LMR) materials. In accordance with labor management contracts, a representative portion (50%) of each bulletin board is allotted for posting union literature. Monitoring and maintenance of Union portions of official bulletin boards is the responsibility of the union officials and governed by labor management agreements. No request form is required for posting by Union Officials.

c. Circulars, Bulletins, Announcements, and Posters issued by DOT/FAA and other federal facilities. A Bulletin Board Request form NG 1730-1, is required for posting these materials.

d. Materials relating to officially sanctioned activities, such as:

- (1) Blood Donor Program,
- (2) Combined Federal Campaign (CFC), and
- (3) Announcement of functions sponsored by the NAFEC Association, FAA Little Flyers Academy Child Care Center, Jersey Shore Federal Credit Union, professional societies, and special emphasis group functions (i.e., NBCFAE, NHCFAE, IEEE, AIAA, and Labor organizations, etc.). A Bulletin Board Request Form, NG 1730-1 is required for posting these materials.

7. Materials Not Authorized for Posting.

- a. **Defamatory or Offensive Materials.** Items that is slanderous or libelous.
- b. **Personal Advertisements.** Items for sale, personal social events, personal employment requests, etc.
- c. **Commercial Advertisements.** Local business advertisements, etc.
- d. **Charity or Religious Advertisements.** Items for sale, social events, fundraisers, etc.
- e. **Copyrighted or Trademarked Material.** Displayed content must not infringe on the copyrighted or trademarked works of others. Copyrighted and trademarked material may include, but are not limited to, logos, digital images, photographs, paintings, movies, videos, and written works.

8. Responsibilities.

a. Bulletin Boards – FAA Managers / Employees.

- (1) All managers and employees are responsible for understanding and obeying this policy including posting of materials on the board.
- (2) Managers are responsible to ensure employees understand this directive.

b. Bulletin Boards – Coordinator.

- (1) The ANG-E31 Bulletin Board Coordinator is responsible for the overall management and oversight of bulletin board.
- (2) The Coordinator reviews all submissions of Bulletin Board Request Form, NG 1730-1 and the requested posting for appropriateness, and reserves the right to approve or disapprove submitted requests prior to posting.
- (3) If approved, the Coordinator is responsible for advising the requestor of the start date for the posting. In addition, the Coordinator will notify the requestor when they should remove the posting.

c. Bulletin Boards – Union and Civil Rights Officials.

- (1) *Union Officials* – shall be responsible for approving, posting, monitoring and removing all labor management relations materials. No request form is required for posting LMR materials by Union Officials.

(2) *Civil Rights Director or designee* – will be responsible for approving, posting, monitoring and removing all EEO related materials. No request form is required for posting EEO materials by the Civil Rights Director or designee.

d. Bulletin Boards – Requestor.

(1) The requestor must submit the Bulletin Board Request Form, NG-1730-1 which is available in a portable document format (pdf) and can be obtained at:

- (a) [FAA Forms](#) website.
- (b) [William J. Hughes Technical Center homepage](#) under Forms.

(2) The bulletin coordinator will provide the requestor with an expiration date.

(3) The requestor must affix this expiration date to their approved posting.

(4) Upon the expiration of the dated Posting, the bulletin board coordinator will notify the requestor through the electronic tracking system to remove the dated item.

e. Bulletin Boards – Responsible Manager or Designee. Periodically the responsible manager/or designee should glance at the boards for appropriate or unsanctioned materials that should be removed.

f. Digital Signage System - Administrator and Coordinator.

(1) The System Administrator is responsible for the overall management and oversight of the digital signage system. This includes the assignment of users and roles (level of user permissions) within the system, setting the security parameters of the system, and final approval of all submitted content prior to posting.

(2) The Coordinator is responsible for accepting customer requests, creating and posting approved content and operational maintenance of the system.

(3) The Coordinator will review all submissions for accuracy, appropriateness, reserves the right to edit submitted items for brevity, and will post only manager-approved bulletins and content.

(4) The System Administrator is responsible for final review and approval of all submitted bulletins and content.

(5) The System Administrator reserves the right to create and post content relevant to the FAA and Technical Center's mission and activities.

g. Digital Signage System - Customer.

(1) The requesting customer must adhere to the policies within this Order; complete a Technical Center Digital Signage Request Form, NG 1730-2, which is available in a portable document format (pdf) and can be obtained at:

- (a) [FAA Forms](#) website.
- (b) [William J. Hughes Technical Center homepage](#) under Forms.

(2) A Technical Center Digital Signage Request Form, NG 1730-2 shall be signed by an FAA approving manager, electronically scanned, form should be fillable and support electronic signature via PIV and submitted via FAA email to 9-ACT-DigitalSignage.

(3) Information must include: Type/Title of Event, announcement details, including date, time and location of event (if applicable), website reference(s) (if applicable), dates to be displayed, preferred display location (if any), and associated images or artwork to be included.

(4) The Customer must submit their request form electronically a minimum of five business days before it will be displayed on the Digital Signage system.

(5) The submission of messages of an urgent nature that require immediate posting, such as closings, power outages, and loss of services will also be accepted and are exempt from the five day submission requirement.

(a) During normal operating hours: Monday – Friday, 8:00 AM to 4:30 PM, customers can submit urgent requests by calling (609) 485-6646 or (609) 485-8164.

(b) During off-duty periods; Monday – Friday, other than normal operating hours, weekends, federal holidays or other base closures requests by calling the security dispatcher at (609) 485-5246, who will contact the Operations Duty Officer (OPS Officer) on call. The OPS Officer will contact the requestor and make a determination on how to proceed. If the determination is made that a digital signage bulletin must be posted immediately, the OPS Officer will contact the designated representatives for the management of the digital signage system. A contact list is on-file with the On-Call OPS Duty Officer.

9. Forms

a. Bulletin Board Request Form, NG Form 1730-1. A fillable form used to request the posting of materials to Bulletin Boards throughout the Technical Center.

b. Digital Signage Request Form, NG Form 1730-2. An electronic fillable form used to request the display of messages on the Technical Center Digital Signage System.

10. Distribution. This order is distributed as referenced in Paragraph 3 of this Order.



Shelley J. Yak, Acting Director
William J. Hughes Technical Center

APPENDIX A. BULLETIN BOARD LOCATIONS AND RESPONSIBLE ORGANIZATIONS

Building Number	Floor	Bulletin Board Locations	Responsible Organizations	Type of Boards
300	First			
		Elevator A	ACT-10	Cork w/ NFFE, 1w/ Health/Safety
		L30	ACT-10	Cork Board
		Elevator B	ACT-10	1Large Cork, 1 small "w/Health/Safety"
		H23	ACT-10	Cork " FAA Information Center"
		J27	ACT-10	Cork "Diversity News"
		J29	ACT-10	Large cork, "EAP"
		Elevator C	ACT-8	Large Cork, 1 small cork board, NFFE"
		K23	ACT-8	Cork Board, "General"
		NSC	ACT-8	Large Cork, "NFFE"
		Cafeteria	ACT-8	Large Cork, "NFFE"
		Elevator D	ANG-E332	Large cork "Safety News Center"
		F11	ANG-E32	Large Cork
		Fitness Center	ANG-E32	Large Cork "Runners Information"
		Fitness Center	ANG-E32	Large Cork "Facility News"
		Fitness Center	ANG-E32	Large Cork "Weight Lifting Information"
		G13	ANG-E32	Large Board, "NFFE, EEO, FAA Informational"
300	Second			
		Elevator A	ANG-E6	1 Small Cork, Safety Information

Building Number	Floor	Bulletin Board Locations	Responsible Organizations	Type of Boards
		L34	ANG-E6	Board, "Labor and Civil Rights Information"
		Elevator B	ANG-E5	1 Small Cork, Safety Information
		F29	* See Endnote	Office is still under construction. "Civil Rights and Labor Information"
		Elevator C	AJF-A13	1 Small Cork, Safety Information
		Elevator D	AJF-A13	1 Small Cork, Safety Information
		J19	AJF-A13	Cork Board, "Labor and Civil Rights Information"
		K14	ANG-E281	Board, "Union and General Information"
300	Third			
		Elevator A	AJW-17	1 Small Cork, Safety Information"
		Elevator A	AJW-17	1 Small Cork, "AFGE 200"
		L34	Fire Area	Board, Safety Information
		J34	AJW-175	1 Board, Civil Rights Information"
		M34	AJW-175	1 Medium Board, Union Board"
		Elevator B	AJM-24	Cork Board, "Safety Information"
		Elevator C	AJM-24 AJT-14	Cork Board, "Safety Information"
		Elevator D	AJM-24	Small Cork "Safety Information"
		J25	AJM-24	Large board, NFFE/Small cork with AFGE 200 Information.
		G16	AJM-25	Large Cork, Enclosed Glass "Organizational Information"

Building Number	Floor	Bulletin Board Locations	Responsible Organizations	Type of Boards
		H16	AJM-2571	Large Board, "Field Automation Support Team Information"
		H18/J19	AJM-24	Large board, "NFFE/ Small Cork w/AFGE 200 Information"
		J-14	AJM-256	Medium Cork "Civil Rights Information"
300	Fourth			
		Elevator A	ANG-E3	1 Small Cork, Safety Information
		L34	ANG-E31	1 Large Cork, NFFE Information
		G34	ACT-9	1 Small Board, EEO Information
		L27	ANG-A4	1 Medium Board, General Information
		Elevator C	* See Endnote	1 Large Board, 1 small cork "Safety Board"
		K23	ANG-4	Large Cork, "NFFE Information"
		L24	AAQ-600	1 Board, "Payroll, staff, phones numbers for staff"
316	Second			
		W-18	AJM-25	Large Cork Board, "General Information"
		E2-1	AJM-25	Large Cork Board, "General Information"
		AN Room 208	AJM-25	Large Cork Board, "General Information"
		Room 2E151	AJM-25	Large Cork Board, "General Information"
		Column I-11	AJM-25	Large Glass Case Cork Board, "AJM Information"
		Elevator A	* See Endnote	

Building Number	Floor	Bulletin Board Locations	Responsible Organizations	Type of Boards
316	Third			
		Elevator A	AJT-14	1 Small Cork Board, "Safety Information"
		Y-17	ANG-E58	1 Board, "Civil Rights Information"
		W-17	AJF-A81	1 Board, "Civil Rights Information"
		Door 18	ANG-E73	2 Glass w/Wood, "Library Information"
		Conf. Room 318	ANG-E1	Large Board, "Items for Sale"
		Conf. Rm, 300-3-13 (Breezeway)	ANG-E1	Large Board "NFFE"
		Door 18	ANG-E1	Cork Board "AFGE200"
316	Fourth			
		W-17	ANG-E57	Fabric covered Board, "General Info on FPPS and EEO"
		Y-17	ANG-E57	Fabric Covered Board, "Include info on T&E Policy, Occupational Safety and Health"
		S18.4	* See Endnote	Fabric Covered Board, "General Information and EEO"
		T18.4	* See Endnote	Fabric Covered Board, "General Information"
		Across from 415 – 418 Offices	ANG-E59	Board, "General Information"

Building Number	Floor	Bulletin Board Locations	Responsible Organizations	Type of Boards
COLLOCATED BUILDINGS				
27 First				
		Break Room	ANG-E14	Cork Board "General Information"
71 First				
		Main Entrance	ANG-E351	Large Cork Board; Safety and Compliance, General Information.
278 First				
		Break Room	ANG-E14	Cork Board w/General Information
201				
		Copy Room	ANG-E16	Board, "General Information"
301 First				
Flight Reservation Center		Ops Center off main lobby	ANG-E17	Cork Board (2) "Center Evacuation Route and general information"
Flight OPS		Room 103B	ANG-E17	Glass enclosed, "Safety Information"
Flight OPS		Room 118A	ANG-E17	Cork Board, "General Information"
Flight OPS		Outside Room 118B, Repair Station	ANG-E17	Glass enclosed Cork Board, "Repair Station Information"
Flight OPS		Near Elevator	ANG-E17	Cork Board, "EEO and General Information"
Flight OPS		Inside Hangar	ANG-E17	Glass enclosed, "Safety Information"
301 Second				
Flight OPS		R&D Flight Program, Near Conf. Room	ANG-E17	Cork Board, "EEO and General Information"

Building Number	Floor	Bulletin Board Locations	Responsible Organizations	Type of Boards
Flight OPS		Room 203B – Cafeteria	ANG-E17	2 Cork Boards, “Health/General Info and NFFE (Enclosed glass)”
301	Third			
Flight OPS		Near Elevator	ANG-E17	Cork Board, Glass enclosed board – empty
Flight OPS		Corridor	ANG-E17	(4) Cork Board glass enclosed display cases
Flight OPS		Room 311B	ANG-E17	Fabric cover board with “EEO, FPPS, PIV and general information”
301	Fourth			
Flight OPS		Room 311B	ANG-E17	Cork board, “EEO and Aviation Safety Info”
Flight OPS		Room 407	ANG-E17	Cork board, “EEO and Training Info”
Flight OPS		Room 407	ANG-E17	Cork board, “Evacuation routes and General Information”
296	First			
		Near Main Entrance	ANG-E26	Cork Board, “General Information”
305	First			
		Room B160 – Lunch Room	ANG-E35	Cork Board, “NFFE Information”
		Room B164 – Conf. Room	ANG-E35	Cork Board, “EEO and General Information”
		Room A051 – Conf. Room	ANG-E35	Cork Board, “EEO and General Information”
206	First			
			ANG-E351	No bulletin boards
275	First			
		Main Entrance	ANG-E211	Large Cork Board, “Union and General Information”

Building Number	Floor	Bulletin Board	Responsible Organizations	Type of Boards
204	First			
		Main Entrance	ANG-E212	Large Board, "Union and General Information"
210	First			
			ANG-E282	2 Large Boards, "General Information"
210	Second			
			ANG-E282	2 Large Boards, "General Information"
205	First			
		Metal Shop	ANG-E211	1 Large Board, General Information

* Pending Identification of Responsible Organization (Contact ANG-E31 for more information)

APPENDIX B. DIGITAL SIGNAGE LOCATIONS

	Building Number	Floor /Column Number	Description	Display Size
1	28	1	Lobby Area	46"
2	201	1	Main Corridor	52"
3	210	1	Entrance Area	46"
4	270	1	South Entrance Area	55"
5	275	1	Office Area	55"
6	296	1	Lobby Area	46"
7	300	1/J-18	Elevator D (left side of elevator)	46"
8	300	1/J-23	Elevator C (right side of elevator)	46"
9	300	1/N-23	Cafeteria dining area	55"
10	300	1/N-20	Cafeteria dining area	55"
11	300	1/K-29	Elevator B (left adjacent wall -HR)	46"
12	300	1/H-31	Atrium Wall over display case	92"
13	300	1/L-34	Elevator A (left adjacent wall)	46"
14	300	2/J-18	Elevator D (left side of elevator)	46"
15	300	2/H15	2 nd floor work area, H-15	55"
16	300	4/K-34	Outside Director's Suite	46"
17	301	1	Hangar Lobby	55"
18	301	3	East Elevator	46"
19	305	1	TSF Entrance Area	55"
20	316	2	316 Atrium area	55"
21	316	2	Hallway Entrance	46"
22	320	Lobby	SOC Lobby Area	55"

APPENDIX C: ABBREVIATIONS

American Federation of Government Employees	AFGE
American Institute of Aeronautics and Astronautics	AIAA
Combine Federal Campaign	CFC
Department of Transportation	DOT
Employee Assistance Program	EAP
Equal Employment Opportunity	EEO
Federal Aviation Administration	FAA
Finance Federal Personnel Payroll System	FPPS
Human Resources	HR
Institute for Electrical and Electronics Engineers	IEEE
Labor Management Relations	LMR
National Aviation Facilities Experimental Center Association	NAFEC
National Black Coalition of Federal Aviation Employees	NBCFAE
National Federation of Federal Employees	NFFE
National Hispanic Coalition of Federal Aviation Employees	NHCFAE
National Service Center	NSC
Operations Duty Officer	OPS
Personal Identity Verification	PIV
Portable Document Format	PDF
Program Management Organization	AJM
System Operations Center	SOC
Technical Support Facility	TSF
Test and Evaluation	T&E