



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

NextGen Organization
William J. Hughes Technical Center

**ORDER
NG 1730.1A**

Effective Date:
02/17/2017

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

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, digital signage displays and William J. Hughes Technical Center Broadcast Messages.

2. Audience. This order applies to all federal employees (including tenants) and contractors located at the William J. Hughes Technical Center who may prepare, issue or transmit appropriate information.

3. Where to Find This Order. You can find this order on the FAA.GOV website under the "Regulations & Polices" tab and select "Orders & Notices" or you can also find this order on the MyFAA Employee website.

4. This Order Cancels. NG 1730.1, Use and Management of the William J. Hughes Technical Center's Bulletin Boards and Digital Signage Displays, dated August 1, 2015.

5. Policy.

a. Bulletin boards, digital signage displays and broadcast messages represent one of various means of communication of information to the workforce. Information posted on bulletin boards, digital signage displays and transmission of broadcast messages are restricted to authorized material only as outlined in of this Order.

b. Bulletin boards, digital signage displays and broadcast messages 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 William J. Hughes 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 William J. Hughes Technical Center.

6. Exemptions.

a. The following organizations are exempt from the Broadcast Messaging approval process: Civil Rights, Human Resources, Facility Operations and Engineering, Logistics Management (Air/Ground Shuttle), Labor Relations, Public Affairs, Office of Center Counsel;

b. The following organizations are exempt from the Bulletin Board approval process: Civil Rights, Human Resources, Facility Operations and Engineering, Information Technology (IT), Labor Relations, Public Affairs, and Office of Center Counsel.

c. There are no exemptions for the Digital Signage System approval process.

7. Bulletin Boards.

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

b. Materials Authorized for Posting.

(1) Equal Employment Opportunity (EEO) materials.

(2) 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.

c. Materials Not Authorized for Posting.

(1) Defamatory or Offensive Materials. Items that is slanderous or libelous.

(2) Personal Advertisements. Items for sale, personal social events, personal employment requests, etc.

(3) Commercial Advertisements. Local business advertisements, etc.

(4) Charity or Religious Advertisements. Items for sale, social events, fundraisers, etc.

(5) 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.

d. Responsibilities.

(1) Bulletin Boards – FAA Managers / Employees.

(a) All managers and employees are responsible for understanding and obeying this policy including posting of materials on the board.

(b) Managers are responsible to ensure employees understand this directive.

(2) Bulletin Boards – Coordinator.

(a) The ANG-E31 Bulletin Board Coordinator is responsible for the overall management and oversight of bulletin board.

(b) 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.

(c) 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.

(3) Bulletin Boards – Union and Civil Rights Officials.

(a) 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.

(b) 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.

(4) Bulletin Boards – Requestor.

(a) The requestor must submit the Bulletin Board Request Form, NG-1730-1, which is available in a portable document format (pdf) on the [FAA Forms website](#).

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

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

(d) 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.

(5) **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.

8. Digital Signage System.

a. Digital Signage System, 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 William J. Hughes Technical Center.

b. Materials Authorized for Posting.

- (1) Programs, meetings, and activities held at the William J. Hughes 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.

c. Responsibilities.**(1) Digital Signage System – Administrator and Coordinator.**

(a) 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.

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

(c) 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.

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

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

(2) Digital Signage System – Customer.

(a) The requesting customer must adhere to the policies within this Order; complete a William J. Hughes Technical Center Digital Signage Request Form, NG 1730-2, which is available in a portable document format (pdf) on the [FAA Forms website](#).

(b) A William J. Hughes 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.

(c) 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.

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

(e) 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.

(i) 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.

(ii) 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. Broadcast Messages.

a. Broadcast Messages, managed by Quality Management and Support Services Branch, ANG-E31, will be used solely for official information and/or officially-sponsored events, relevant to FAA employees, which include, but are not limited to:

- (1) Training,
- (2) Special interest events,
- (3) Retirement functions,
- (4) Professional society events, etc., and
- (5) Death notices/obituaries for current FAA employees. Only basic service information will be provided, with a link to the online obituary.

b. Responsibilities.

(1) **Broadcast Message –Managers/Employees.** All managers and employees are responsible for understanding this directive.

(2) **Broadcast Message – Coordinator.** The Broadcast Message Coordinator is responsible for the review and approval of broadcast message request.

c. Request for Broadcast Messaging.

(1) All requests for Broadcast Messages must be submitted, via email, to 9-ACT-Broadcast Mailbox, managed by ANG-E31. All requests must be concise, contain all pertinent information and include a point of contact for further information. All requests will be reviewed and a response provided within 2-business days.

(2) If approved, the Coordinator forwards request to 9-ACT-Broadcast Mailbox for posting and will advise the requestor that messages will be broadcast once, with one repeat only when appropriate.

d. Requests for exception shall be submitted to the Quality Management and Support Services Branch (9-ACT-Broadcast Mailbox), which will be forwarded to Center Operations Division Manager, for consideration.

10. 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 William J. Hughes Technical Center.

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

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



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

APPENDIX A. LOCATION AND RESPONSIBLE ORGANIZATIONS**Bulletin Board Locations:**

Building Number	Floor	Bulletin Board Location	Responsible Manager/Organization
Building 300	First		
		Elevator A	Manager, ACT-10
		L30	Manager, ACT-10
		Elevator B	Manager, ACT-10
		H23	Manager, ACT-10
		J27	Manager, ACT-10
		J29	Manager, ACT-10
		Elevator C	Manager, ACT-8
		K23	Manager, ACT-8
		NSC	Manager, ACT-8
		Cafeteria	Manager, ACT-8
		Elevator D	Manager, ANG-E332
		F11	Manager, ANG-E32
		Fitness Center	Manager, ANG-E32
		Fitness Center	Manager, ANG-E32
		Fitness Center	Manager, ANG-E32
		G13	Manager, ANG-E32
Building 300	Second		
		Elevator A	Manager, ANG-E6
		L34	Manager, ANG-E6
		Elevator B	Manager, ANG-E5
		F29	Civil Rights/NFFE
		Elevator C	Manager, AJF-A13
		Elevator D	Manager, AJF-A13
		J19	Manager, AJF-A13
		K14	Manager, ANG-E281
Building 300	Third		
		Elevator A	Manager, AJW-17
			Manager, AJW-17
		L34	Fire Area

Building Number	Floor	Bulletin Board Location	Responsible Manager/Organization
		J34	Manager, AJW-175
		M34	Manager, AJW-175
		Elevator B	Manager, AJM-24
		Elevator C	Manager, AJM-24
		Elevator D	Safety Office
		J14	Manager, AJM-256
		J25	Manager, AJM-24
		H16	Manager, AJM-2571
		H17	Manager, AJM-25
		J19	NFFE/AFGE
Building 300	Fourth		
		Elevator A	Manager, ANG-E
		L34	Manager, ANG-E31
		G34	Manager, ACT-9
		Elevator B	Manager, ANG-A5
		L29	Manager, ANG-A5
		L27	Manager, ANG-A5
		Elevator C	Manager, AAQ-600
		K23	Manager, ANG-5
		L24	Manager, AAQ-600
Building 316	Second		
		E2-101	NFFE
		E151	LEIDOS
		Column I-11	Manager, AJM-25
		Elevator A	Manager
Building 316	Third		
		Elevator A	Manager, AJT-14
		Y-17	Manager, ANG-E58
		W-17	Manager, AJF-A81
		CVA 3E157	Manager, ANG-E4
		Conf Room 318	Manager, ANG-E1
		Conf. Rm, 300-3-13 (Breezeway)	Manager, ANG-E1
		Central Viewing Area	Manager, ANG-E1

Building Number	Floor	Bulletin Board Location	Responsible Manager/Organization
Building 316	Fourth		
		W-17	Manager, ANG-E57
		Y-17	Manager, ANG-E57
		S18.4	Manager
		T18.4	Manager
		Across from 415 – 418 Offices	Manager, ANG-E59
Building 27	First		
		Break Room	Manager, ANG-E14
Building 278	First		
		Break Room	Manager, ANG-E14
Building 201			
		Copy Room	Manager, ANG-E16
Building 301	First		
Flight Reservation Center		Ops Center off main lobby	Manager, ANG-E17
Flight OPS		Room 103B	Manager, ANG-E17
Flight OPS		Room 118A	Manager, ANG-E17
Flight OPS		Outside Room 118B, Repair Station MV1R336K	Manager, ANG-E17
Flight OPS		Near Elevator	Manager, ANG-E17
Flight OPS		Inside Hangar	Manager, ANG-E17
Building 301	Second		
Flight OPS		R&D Flight Program, Near Conf Room	Manager, ANG-E17
Flight OPS		Room 203B – Cafeteria	Manager, ANG-E17
Building 301	Third		
Flight OPS		Near Elevator	Manager, ANG-E17
Flight OPS		Corridor	Manager, ANG-E17
Flight OPS		Near cubicle	Manager, ANG-E17
Building 301	Fourth		
Flight OPS		Outside break room	Manager, ANG-E17
Flight OPS		Outside cubicle	Manager, ANG-E17
Flight OPS		Outside cubicle	Manager, ANG-E17

Building Number	Floor	Bulletin Board Location	Responsible Manager/Organization
Building 296	First		
		Near Main Entrance	Manager, ANG-E26
Building 305	First		
		Room B160 – Lunch Room	Manager, ANG-E33/E34/E37
		Room B164 – Conf. Room	Manager, ANG-E33/E34/E37
		Room A051 – Conf. Room	Manager, ANG-E33/E34/E37
Building 206	First		
			Manager, ANG-E37
Building 275	First		
		Main Entrance	Manager, ANG-E211
Building 204	First		
		Main Entrance	Manager, ANG-E212
Building 210	First		
			Manager , ANG-E282
Building 210	Second		
			Manager , ANG-E282
Building 205	First		
		Metal Shop	Manager, ANG-E211

Digital Signage Locations

#	Bldg	Fl./Col.	Description	Display Size
1	300	1/J-18	Elevator D (left side of elevator)	46"
2	300	1/J-23	Elevator C (right side of elevator)	46"
3	300	1/N-23	Cafeteria dining area	55"
4	300	1/N-20	Cafeteria dining area	55"
5	300	1/K-29	Elevator B (left adjacent wall -HR)	46"
6	300	1/H-31	Atrium Wall over display case	65"
7	300	1/L-34	Elevator A (left adjacent wall)	46"
8	300	4/K-34	Outside Director's Suite	46"
9	301	1	Hangar Lobby	55"
10	305	1	TSF Entrance Area	55"
11	316	2	316 Atrium area	55"
12	320	Lobby	SOC Lobby Area	55"