

ORDER

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

WA 1700.2

6/12/75

SUBJ: BULLETIN BOARDS

1. PURPOSE. This Order prescribes standards and procedures for the use of bulletin boards at 800 Independence Avenue, S.W. These bulletin boards will be used primarily for official material.
2. DISTRIBUTION. This Order is distributed to all employees in Washington Headquarters.
3. CANCELLATION. Order HQ 1700.1 dated 11/14/63.
4. BACKGROUND. Bulletin boards in the Headquarters building at 800 Independence Avenue, S.W., are located in vending rooms except those bulletin boards described in Paragraph 5.c. There are three boards at each location. Generally, one board will be used for official-permanent items, one for official-temporary items, and the third for unofficial items. Agreement has been reached between FAA and GSA that only these bulletin boards will be used for posting information in the building in order that a clean and orderly atmosphere may be maintained.
5. SUBMITTING MATERIAL FOR POSTING. Material intended for the bulletin boards should be submitted to ALG-235, Headquarters Operations Section, Materiel Management Division of Logistics Service, in seven copies (one for each bulletin board).
 - a. Official material submitted should be accompanied by a memorandum identifying the originator and indicating whether the material is permanent or, if temporary, the display period desired. Any material intended for bulletin boards which exceeds 8 x 10½ inches should be coordinated with ALG-235 prior to preparation, where feasible, in view of space limitations of the boards;
 - b. Unofficial material, which will be accepted for posting as space permits, includes FAA Club notices, announcement of educational opportunities by schools or universities, and employee notices offering housing, automobiles, etc., for sale. Commercial material

Distribution: W-8

Initiated By: ALG-230

6/12/75

will not be posted. All items submitted should be printed on one side only. FAA Club and educational material exceeding 8 x 10½ inches cannot normally be posted. Personal ads should be submitted on 3 x 5 inch cards.

- c. Additional bulletin boards for posting Merit Promotion Plan announcements for positions advertised in Washington Headquarters have been established. These bulletin boards are under the control of the Manpower Operations Division, APT-100. No material, other than MPP announcements, will be posted on these bulletin boards. On the 10th floor, the board is located in the vending room. On floors 3, 4, 5, 6, 7, and 9, the boards are located in the center of the building.
6. DISPLAY SCHEDULE. After all official material received has been posted, any remaining space will be used for unofficial material on a "first come, first served" basis. Personal ads will be received until close of business Friday for posting the following week. If the number of items submitted exceeds space availability, carryover items will take first precedence for the next week's posting. Personal ads will be cleared from the boards at the end of each week. If additional display time is desired, such ads may be resubmitted for consideration, along with other material presented, for the next week's display. All material which is not acceptable for posting will be returned to the originator.
7. CONTROL OF POSTED MATERIAL. The Logistics Service will monitor all bulletin boards in the Headquarters building to assure standards of appearance are maintained. Any material found improperly posted will be removed.


R. F. FRAKES
Director, Logistics Service