



Communications and Information

BULLETIN BOARDS

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This instruction implements *AFPD 33-3, Air Force Information Management*. It gives responsibilities and procedures for all official bulletin boards. It applies to all directorates, staff offices, division chiefs, and tenant units at Hill AFB. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This revision updates regulatory references and the list of documents on the Attachment 1. It deletes paragraph 1.4. and eliminates requirement to name a specific organization as the office responsible to appoint the bulletin board monitor in Buildings 1102 and 180; deletes the requirement for the use of, and all references to, the OO-ALC-HAFB Pamphlet 40-8, *Mandatory Bulletin Board Posting of Information for Civilian Employees*; and updates office titles and symbols. An * indicates a revision from the previous edition.

1. SETTING UP BULLETIN BOARDS:

1.1. Commanders, directors, chiefs of staff offices, and division chiefs will:

1.1.1. Set up within their organizations the minimum number of official bulletin boards located where the majority of the employees will have reasonable access; such as, rest areas, building entrances, or strategic places which will display information to the greatest number of individuals.

1.1.2. Appoint a monitor and alternate to maintain each official bulletin board within their organization and post their names and phone numbers in an appropriate corner of each board.

1.2. A list of bulletin boards, location of each, and name of monitor and alternate will be kept by each organization.

☛1.3. The appropriate office of responsibility in the OO-ALC Headquarters Building (Building 1102) and in the 75 ABW Headquarters Building (Building 180) will appoint a building manager to ensure an official bulletin board is maintained in both of these buildings. **NOTE:** This does not prevent other organizations in Buildings 180 and 1102 from having an official bulletin board.

2. BULLETIN BOARD MONITOR RESPONSIBILITIES:

2.1. Divide each bulletin board into three clearly marked sections: "Official," "Unofficial," and "Union." According to the local supplement to the Master Labor Agreement, space allotted for union use will be not less than 48 inches by 36 inches, or one-third of the total space of the bulletin board. A union section is not required in organizations that have no civilian employees.

2.2. Non-appropriated Fund (NAF) activities will provide the union with bulletin board space for union posting at each activity level where official bulletin boards are provided. If there is more than one activity level in a building only one board may be needed.

2.3. Monitors will ensure that documents listed in Attachment 1, paragraph A1.1, are posted and will comply with higher headquarters' needs.

☛2.4. Monitors will consolidate all multiple-page documents in one book. Personnel will keep the books in publication libraries for easier access. The books will include an index with all documents tabbed corresponding with the index. Monitors will make sure books are current and readily accessible.

2.5. When organizational directives, other than this instruction, require specific documents be posted to official bulletin boards, the documents will be posted by the bulletin board monitor.

2.6. Post all unofficial material according to the policy of the organization and ensure employee "For Sale" notices do not reference duty phone or office. This will prevent unauthorized use of government time and resources. Restricted unofficial material (such as political announcements, advertising of a commercial nature, and for sale items where a monetary gain will be made by a private company, organization, or group) is prohibited from being displayed.

2.7. Remove outdated material at least weekly. Each temporary notice will have a removal date marked in the upper right-hand corner.

2.8. Maintain all bulletin boards to present a neat appearance.

*2.9. No visual aids (VA) are to be posted unless they are numbered and controlled as specified in AFI 33-360V1, Publications Management Program. The Publishing Management office (75 CS/SCSP) assigns VA numbers.

3. UNION RESPONSIBILITIES:

3.1. Posted information will be accomplished at union expense and will not contain material that is libelous, scurrilous, defamatory, or related to partisan politics.

3.2. Union stewards will maintain the union portion of bulletin boards, ensuring that only authorized and approved materials are posted. (Reference Attachment 1 paragraph A1.2.) Stewards will also ensure that union bulletin boards conform to the same maintenance control requirements as prescribed for the official employee bulletin boards.

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Chief, Civilian Personnel

1 Attachment
Documents List

Attachment 1**DOCUMENTS LIST**

☛**A1.1.** The following is a list of VAs that will be posted on all official bulletin boards in the official section:

- HILL AFB VA 36-5, OO-ALC EEO Staff and Discrimination Complaint Counselors.
- HILL AFB VA 90-3, Your Installation IG Is.
- HILL AFB VA 91-201, My Safety Policy.
- AFVA 91-307, Air Force Occupational Safety and Health Programs.

A1.2. The following materials are approved for posting on the union section of all bulletin boards. These also apply to NAF union bulletin boards.

- Notice of meetings.
- Referrals to union officials or representatives.
- Social events.
- Official AFGE periodicals.
- Union and management meeting minutes.