

21 Oct 96

OFFICIAL DLSC/DRMS BULLETIN BOARDS

A. REFERENCE. DLSC/DRMS-R 5000.18, Official DLSC/HQ DRMS Bulletin Boards, January 17, 1991, hereby canceled.

B. PURPOSE.

1. This instruction supersedes reference A.

2. This instruction implements bulletin board procedures and assigns responsibility for the maintenance of bulletin boards within the Federal Center complex and its field activities.

3. To prescribe procedures for Defense Logistics Services Center/Defense Reutilization and Marketing Service (DLSC/DRMS-wide) bulletin board program, hereinafter referred to as the program.

C. APPLICABILITY AND SCOPE. This instruction applies to all elements of the DLSC, HQ DRMS, and DRMS field activities.

D. DEFINITIONS.

1. Official Bulletin Boards. Bulletin boards specifically identified for official use and physically located at DLSC/DRMS/DRMS field activities. They are for the express purpose of increasing employee awareness and keeping personnel abreast of official matters of pertinent interest to them.

2. Unofficial Bulletin Boards. Designed for unofficial announcements of interest to employees and physically located within each directorate.

3. Personnel Bulletin Board. Designed for official announcements unique to Personnel for the benefit of all DLSC/DRMS employees. Physically located outside room 2-1-41 and near the DLSC/DRMS Personnel Office.

4. Employee Advertisements Bulletin Board. Designed to display unofficial want-ad type advertisements sharing employees information to buy and sell non-government owned items. Physically located in the Federal Center Cafeteria Foyer.

5. DLSC/DRMS Official Bulletin Board Monitor. Appointed by DLSC-DC to ensure compliance of the guidance as provided in this instruction.

6. Directorate Bulletin Board Monitors. Appointed by DLSC Directors/DRMS Vice Presidents to maintain their directorates bulletin boards in accordance with guidance as provided in this instruction.

E. PROCEDURES. DLSC/DRMS will maintain the following types of bulletin boards:

1. Official Bulletin Boards, located on the various floors of building 1, 1A, 2, annexes and DRMOs. Used for posting of official information of interest to Federal employees and current job related topics. Dedicate one section of the divided

bulletin boards to AFGE Local 1626 official information, one section to personnel information, and one section to Equal Employment Opportunity (EEO) information. Items on Official Bulletin Boards will include but not limited to:

- a. Issuance's requiring mandatory posting by law or higher authority directive.
- b. Official documents that are of special concern to or affect the rights and interests of employees. These documents require posting in a central point to be sure they are accessible.
- c. Letters announcing floor monitor designations.
- d. Emergency personnel and instructions.
- e. Location and telephone number of Health Unit.
- f. Job Opportunity Announcements (JOA), unless cross referenced to another location.
- g. Name, location, and telephone number of the Directorate Bulletin Board Monitor and the Official Bulletin Board Monitor.
- h. EEO information.
- i. Information affecting AFGE Local 1626 membership (Battle Creek Federal Center).
- j. Information on the Fraud, Waste, and Abuse Hotline.

2. Personnel Bulletin Board, for posting of personnel information including but not limited to:

- a. JOAs
- b. Thrift Savings Plan Announcements
- c. Life and Health Insurance information
- d. Retirement Information

3. Employee Advertisements Bulletin Board, used for posting of unofficial information. Submit announcements to DLSC-RW one week in advance. DLSC-RW will post announcements one week only and limit to the following:

- a. Items, not owned by the Government, employees wish to buy/sell.
- b. Lost and found items.

4. Internal News Bulletin Board, for posting unofficial announcements. Announcements must be current and will include, but are not limited to the following:

- a. Retirement announcements
- b. Internal news items
- c. Thank you notes
- d. Upcoming events of interest to employees

F. RESPONSIBILITIES.

1. The Chief, Command Business Office, Office of the Commander (DLSC-DC) will appoint the DLSC/DRMS Official Bulletin Board Monitor to administer the program. The Official Bulletin Board Monitor will:

- a. Maintain this instruction in a current status, reviewing it annually.
- b. Review all official bulletin boards regularly to determine if mandatory items are clearly visible and guidelines followed.
- c. Maintain a current list of all Directorate Bulletin Board Monitors and post a copy on all bulletin boards.

d. Retain a master key for all bulletin boards to afford accessibility for maintenance if necessary.

2. The DRMS Vice President, Office of Resource Management (DRMS-O) will maintain a Personnel Bulletin Board outside room 2-1-41 for all official merit promotion announcements and other official personnel notices.

3. The Office of Planning and Resource Management, the Administrative Services and Facilities Division (DLSC-RW), will:

a. Maintain an Employee Advertisements Bulletin Board in the Cafeteria Foyer, used exclusively for the posting of personal items; i.e., 'for sale' and 'lost and found'.

b. Maintain a master set of keys to all DLSC bulletin boards.

4. Heads of DLSC/HQ DRMS Offices/Directorates will:

a. Appoint bulletin board monitors to maintain their directorate bulletin boards.

b. Notify the Official Bulletin Board Monitor, DLSC-DC, of appointments and changes as they occur.

c. Furnish Directorate Bulletin Board Monitors from other directorates enough copies of material of interest to post on all boards.

d. Furnish enough copies of appropriate material to DRMS-DD for distribution to DRMS field activities if applicable.

5. Heads of DRMS subordinate Activities will appoint monitors to keep bulletin boards current and in compliance with these guidelines. Field activities are exempt from notifying DLSC-DC of designated monitors.

G. EFFECTIVE DATE AND IMPLEMENTATION. This publication is effective and implemented upon distribution.

H. INFORMATION REQUIREMENTS. (Reserved for future use.)

BY ORDER OF THE COMMANDER

/s/
WILLIAM Y. T. TAKASAKI
Deputy

COORDINATION:
DRMS-Q
DLSC-R