

20/02 Bulletin Boards

Subject: Bulletin Boards

Break Room: Personal notices, items for sale, rent, etc., may be placed on these boards without approval. All notices must be dated so they may be removed within an appropriate time. The Unit Commander's aide (OA III) shall be responsible for maintaining this board.

Logistics: These boards are reserved for official business only. Announcements, department programs, union information, etc., will be placed on these boards. The Warehouse Manager will be responsible for maintaining these boards.

Warehouse: These boards are used for union information, safety material, labor law notices, etc. The Warehouse Manager will be responsible for maintaining these boards.

Conference Room: On the outside wall, next to the door, there is a bulletin board that is used to post the vacation sign-up sheet, facility floor plan, and other information pertaining to the administrative function of the unit. The Unit Commander's aide (OA III) shall be responsible for maintaining this board.

All unit bulletin boards will be maintained in neat order and not allowed to become unsightly or cluttered.
