

30 DECEMBER 1998



Personnel

CIVILIAN EMPLOYEE BULLETIN BOARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures to designate bulletin boards for posting civilian personnel information, to identify materials which must be posted, and to ensure the posted materials are current and complete. It describes procedures for appointing monitors and their responsibilities the maintenance of official bulletin boards. This instruction applies to all 30 SW organizations and tenants at Vandenberg AFB. **Attachment 1** is Required Postings of Civilian Personnel Information, and **Attachment 2** is a Sample Display of Postings.

SUMMARY OF REVISIONS

The revision of this publication is to meet the format standards required by the Air Force. No content material has changed. Some required format changes have been made to allow for the conversion process.

1. Responsibilities.

- 1.1. The Work Force Effectiveness Section (30 MSS/DPCE) provides materials to unit monitors for posting on bulletin boards.
- 1.2. Unit commanders and staff agency chiefs ensure bulletin boards are kept current and appoint monitors to maintain the bulletin boards.
- 1.3. Unit monitors will maintain bulletin boards and serve as the point of contact with the Civilian Personnel Flight.

2. Background Information. Directives requiring the posting of civilian personnel information are referenced in **Attachment 1**. A review of postings is normally included in higher headquarters inspections, staff assistance visits, and unit personnel management evaluation assessments and reported to the installation commander and/or higher headquarters.

3. Bulletin Board Location. It is neither efficient nor economical to require that civilian employee information be posted on every bulletin board. Therefore, as a minimum, consider the following when determining the location of an official civilian employee bulletin board:

- 3.1. In which building do most of your employees work?
- 3.2. What existing board is in the highest traffic area of the building?
- 3.3. How many boards are required to provide reasonable access to all employees?

4. Bulletin Board Size. A separate board must be provided for personnel postings and must be at least 15 square feet. Reserve the lower left quarter of the boards for posting information from the labor union.

5. Materials to be Posted. [Attachment 1](#) describes required postings and their arrangement is depicted in Attachment 2. The Work Force Effectiveness Section (30 MSS/DPCE) will provide materials to be posted.

6. Commanders/Staff Agency Chiefs. Provide 30 MSS/DPCE, within 30 days of appointment, the name and duty phone number of appointed monitor(s).

7. Unit Monitor: Will ensure bulletin boards are properly maintained and serve as the point of contact with the 30 MSS/DPCE for information to be posted.

MICHAEL D. BRICE, Maj, USAF,
Commander

Attachment 1

REQUIRED POSTINGS OF CIVILIAN PERSONNEL INFORMATION

<u>Posting</u>	<u>Directive</u>	<u>Remarks</u>
Equal Employment Opportunity Information		Information included in 30 SWPAM 36-3
Time Limits for Filing EEO Complaints	29 CFR Part 1614	
EEO Counselors (Name, Organization, Phone Number)	29 CFR Part 1614	30 SWVA36-5 Must be visible
Special Emphasis Program Officials (Name, Organization, Phone Number)	AFR 40-713	
Affirmative Employment Plan/Goals	AFR 40-713	
Commander's EEO Support Statement	AFR 40-713	
Drug and Alcohol Abuse		
Drug and Alcohol Abuse Coordinators	AFI 36-810	Must be visible
Civilian Employees Standards		
Code of Ethics for Government Employees	DoD5500.7-R	Included in 30 SWPAM36-3
On the Job Injury	20 CFR Chapter 10	Must be visible, Job Injury Poster (CA-10)

Attachment 2

SAMPLE DISPLAY OF POSTINGS

General Information			
Reserved for Labor Union	30 SWPAM36-3, Civilian Employee Information	Commander's EEO and Affirmative Program Support Statement	EEO/AAP Installation Plan (Goals)