

DEPARTMENT OF THE ARMY
ST. LOUIS DISTRICT, CORPS OF ENGINEERS
1222 SPRUCE STREET
ST. LOUIS, MISSOURI 63103-2833

CELMS-IM-S

Regulation
No. 1-1-11

15 March 1991

Administration
USE OF BULLETIN BOARDS

1. PURPOSE. To inform all employees of the St. Louis District, Corps of Engineers of policies relating to the use of bulletin boards.

2. APPLICABILITY. This regulation applies to all employees of the St. Louis District.

3. REFERENCES. None

4. OBJECTIVES.

a. The posting of information on bulletin boards is one way to keep all employees informed about matters which pertain to them or which are related to their employment. Items posted on official bulletin boards include selected policies and procedural issuances, promotion opportunities, job openings, employee activities, etc. The unofficial bulletin boards are used for posting miscellaneous notices, posters, bulletins, and announcements.

b. Bulletin boards will be maintained in each field office, at the Service Base, on floating plants, and on the third and fourth floors of the District Office.

5. RESPONSIBILITIES.

a. The Chief, Support Services Branch, Office of Information Management is the District Bulletin Board Administrator. As the Administrator, CELMS-IM-S will: (1) annually survey administrative offices to compile a list of items that are required to be posted on official bulletin boards, (2) obtain and

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distribute copies of those required documents, (3) receive and distribute other notices and announcements which are authorized to be posted on the bulletin boards, (4) inspect bulletin boards throughout the District annually, and (5) appoint a Bulletin Board Coordinator for the District Office.

b. Managers for each field office, the Service Base, and major floating plants, will designate a coordinator to be in charge of posting and maintaining appropriate information on the bulletin board in each of their respective areas. The names of the coordinators will be forwarded to CELMS-IM-S.

c. The bulletin board coordinators will: (1) insure that all official documents which are required to be posted are current and displayed in an orderly manner, (2) place the following notation in the upper right hand corner of each bulletin board: "Permission to post information here will be obtained from (name of Coordinator) who is designated as Coordinator of this bulletin board.", and (3) place approved poster, announcements, notices, etc., on bulletin boards in an orderly manner.

d. Employees wishing to have items on the bulletin boards will submit them to the appropriate coordinator for posting. Employees in the District Office will not post notices and announcements on corridor walls. All items to be posted on unofficial bulletin boards will be sent to the District Bulletin Board Coordinator who will stamp each item with a Corps Castle identification mark. Only items bearing the mark will be displayed.

6. COLLECTIVE BARGAINING AGREEMENTS. Any provision(s) of this regulation in conflict with collective bargaining agreements negotiated with labor unions representing employees of this District, will be superseded by those agreements unless the provision(s) of this regulation and their enforcement are required by law; or regulations, published policies, or directives of appropriate authorities.

Richard Bantol. maj, DD
for JAMES E. CORBIN
COL, EN
Commanding

DISTRIBUTION:
SF
CELMV-IM-SR (2)
CELMS-IM-S (2)
AH

APPENDIX A

Documents Required on Official Bulletin Boards

1. The EEO information that is required to be posted on all St. Louis District bulletin boards is as follows:
 - a. Department of Defense, Human Goals, dated 17 Apr 90.
 - b. USACE Commander's EEO Policy Statement dated 14 Nov 88.
 - c. St. Louis District Commander's Policy Statement on EEO dated 7 Mar 90.
 - d. Secretary of the Army's EEO Policy Statement dated 5 Jan 90.
2. The following is the Personnel Office information required to be posted on all St. Louis District bulletin boards:
 - a. Notice to Employees in Exclusive Bargaining Units (Rights of Representation).
 - b. Employment Vacancy Announcements
3. The following safety information is required to be posted on all St. Louis District bulletin boards:
 - a. DD Form 2272 - DoD Occupation Safety and Health Protection Program.
 - b. Safety and Health Protection on the Job statement signed by current District Commander.
4. The following security information is required to be posted on all St. Louis District bulletin boards:
 - a. Hot line posters.
 - b. Division IG letter for civilian and military.

APPENDIX B

Current District Distribution for Official Bulletin Boards

1. Distribution for bulletin boards in the District Office building:

- a. 3rd Floor (East Elevators)
- b. 4th Floor (East Elevators and outside Room 4.100)

2. Distribution for bulletin boards in Field Offices:

- a. CELMS-OD-PB (Service Base) (2)
- b. CELMS-OD-RC (2)
- c. CELMS-OD-RJ
- d. CELMS-OD-RP
- e. CELMS-OD-RR (3)
- f. CELMS-OD-RS
- g. CELMS-OD-RW (2)
- h. CELMS-OD-RM
- i. CELMS-OD-NC
 - (1) DREDGE POTTER
 - (2) Patrolboat PATHFINDER
- j. Kaskaskia Lock and Dam (2)
- k. Lock and Dam 24 (3)
- l. Lock and Dam 25
- m. Melvin Price Locks and Dam (2)
- n. Locks 27

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- o. CELMS-RO-SL
- p. CELMS-RO-SU
- q. CELMS-RO-S
- r. CELMS-RO-L