

Summary of Changes

USMEPCOM Regulation 600-6, 09 May 2005
Personnel-General
Bulletin Boards

This revision has administrative and policy changes. Specifically, this revision—

- Rearranges text for clarity and publishing requirements.
- Adds responsibility for HQ USMEPCOM proponents (par. 1-4 b.).
- Updates table 2-1.

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation
No. 600-6

09 May 2005

**Effective: Upon Receipt
Personnel-General
BULLETIN BOARDS**

FOR THE COMMANDER:

OFFICIAL:

D. R. O'Brien
Deputy Commander/Chief of Staff

/SIGNED/

SALLY J. HALL
Lieutenant Colonel, United States Army
Command Executive Officer

DISTRIBUTION:
A (Electronic)

Summary. This regulation provides guidance on the placement of items on official and unofficial bulletin boards Command-wide.

Applicability. This regulation applies to elements of United States Military Entrance Processing Command (USMEPCOM).

Supplementation. Supplementation of this regulation is prohibited without prior approval from Headquarters United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MCEA-SS, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Management control process. This regulation is not subject to the requirements of Army Regulation (AR) 11-2 (Management Control).

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM (MCEA-SS). Users may send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) or by memorandum to HQ USMEPCOM, ATTN: MCEA-SS, 2834 Green Bay Road, North Chicago, IL 60064-3094.

*This regulation supersedes USMEPCOM Regulation 600-6, September 24, 2004.

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Chapter 1 General

1-1. Purpose

The purpose of this regulation is to provide guidance on the placement of items on official and unofficial bulletin boards Command-wide

1-2. References

References are listed in appendix A.

1-3. Abbreviations

Abbreviations used in this regulation are explained in the glossary.

1-4. Responsibilities

a. United States Military Entrance Processing Command (USMEPCOM) commanders will ensure they—

- (1) Have at least one official bulletin board.
- (2) Maintain bulletin board(s).
- (3) Post required permanent items.
- (4) Perform weekly checks of official bulletin boards to ensure the information is current and applicable.
- (5) Do not post duty appointment memorandums on official bulletin boards.

b. HQ USMEPCOM proponents requiring permanent items be posted to official bulletin boards will prescribe the requirement in the appropriate USMEPCOM regulation.

Chapter 2

Bulletin Boards

2-1. Official items

a. Headquarters United States Military Entrance Processing Command (HQ USMEPCOM), sector headquarters, and military entrance processing stations must each have at least one official unit bulletin board. Official unit bulletin boards are an essential part of the information chain within every organization. To be effective, each official bulletin board must contain only items that directly concern the administrative operation of USMEPCOM personnel and facilities. Official bulletin boards must conspicuously display “**OFFICIAL BULLETIN BOARD**” over or at the top of the bulletin board.

b. The official bulletin board is an instrument for the commander to disseminate information considered appropriate (e.g., promotion-standing list, policy announcements, quality of life items).

c. Only professional looking materials may be posted on any bulletin board. Do not use tape to post information, or post hand-lettered or sloppy or extraneous material. Material that uses slang or offensive language and/or drawings is not appropriate.

d. Emergency telephone numbers, access rosters to restricted areas, and other materials of this nature are more effectively displayed on telephones and appropriate entranceways.

e. Bulletin boards are subject to inspection by the Inspector General.

f. A list of required official bulletin board items are in table 2-1.

2-3. Unofficial items

At their discretion, commanders may authorize other unofficial bulletin boards.

a. Each unofficial bulletin board must conspicuously display the following statement:

UNOFFICIAL BULLETIN BOARD
“NO CONTENT ON THIS BOARD HAS BEEN OFFICIALLY ENDORSED BY THIS
COMMAND, USMEPCOM, OR ANY OTHER AGENCY WITHIN THE DEPARTMENT OF
DEFENSE.”

b. Unofficial bulletin boards may post the following types of information:

(1) Unofficial material of interest to the members of the unit such as business cards, garage sales, and community events.

(2) Personnel information and educational material such as military pay scales and career counseling/planning information.

(3) The name, location, and telephone number of the unit commander, unit reenlistment noncommissioned officer, and supporting installation retention noncommissioned officer serving the unit.

Table 2-1 Required Permanent Items for Official Bulletin Boards (Other items may be required by subject-matter publications.)
1. Commander's open door policy memorandum
2. Memorandum indicating the rights of civilian and military to file complaints
3. Equal Opportunity(EO)/Equal Employment Opportunity (EEO) items: <ul style="list-style-type: none"> • Procedures for processing equal opportunity (EO) complaints for military members • USMEPCOM EO/EEO policy memorandums • Discrimination complaint procedures (name, location, and telephone numbers of servicing EEO officers, EEO counselors, special emphasis program managers (e.g., black employment manager, federal women's program manager). • The name and telephone number for the sector equal opportunity advisor (EOA) and HQ USMEPCOM EOA
4. Name, duty address, and duty telephone number of the supporting staff judge advocate
5. Name, duty address, and duty telephone number of the Inspector General, HQ USMEPCOM
6. Name and duty telephone number of the security manager
7. Off-limits facilities list (as required)
8. Sample of complete return address for official mail
9. Federal Employee Compensation Act
10. Fire evacuation plan
11. Department of Defense (DD) Form 2272 (Department of Defense Safety and Occupational Health Protection Program)
12. Enlisted evaluation rating schemes (U.S. Army personnel only)
13. Name, duty address, and duty telephone number of the information system security officer
14. Defense Hotline telephone number (800-424-9098), address, and e-mail address (hotline@dodig.osd.mil)
15. Policy memorandums required to be posted. (Items listed in the policy memorandum index on the MEPNET (https://mepnet.mepcom.army.mil)).

Appendix A References

Except where otherwise indicated below, the following publications and forms are available on their service or agency Web sites:

Department of Defense (<http://www.defenselink.mil/pubs>)

Army (<http://www.adp.army.mil>)

Marine Corps (<http://www.usmc.mil/marinelink/ind.nsf/publications>)

Navy (<http://neds.nebt.daps.mil/>)

Air Force (<http://www.e-publishing.af.mil>)

Coast Guard (<http://www.uscg.mil/hq/g-wk/g-wkh/g-wkh-1/pubs/pubs.direct.htm>)

USMEPCOM (MEPNET (<https://mepnet.mepcom.army.mil>) or Web (<http://www.mepcom.army.mil>))

GSA and Standard Forms

(<http://www.gsa.gov/Portal/gsa/ep/formsWelcome.do?pageTypeId=8199&channelPage=/ep/channel/gsaOverview.jsp&channelId=-13253>)

Section I (The publications needed to comply with this regulation.)
Required Publications

None

Section II (These publications are a source of additional information. Users may read them to better understand the subject, but do not have to read them to comply with this regulation.)
Related Publications

None

Section III (Publications prescribed by this regulation.)
Prescribed Publications

None

Section IV (The forms needed to comply with this regulation.)
Required Forms

DD Form 2272

Department of Defense Safety and Occupational Health Protection Program. Cited in table 2-1.

Section V (The forms prescribed by this regulation.)
Prescribed Forms

None

Section VI (The file numbers this regulation prescribes for the user to file specific documents.)
Prescribed File Numbers

None

Glossary

AR

Army regulation

DD

Department of Defense

EEO

equal employment opportunity

EO

equal opportunity

EOA

equal opportunity advisor

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

MEPNET

United States Military Entrance Processing Command Intranet

USMEPCOM

United States Military Entrance Processing Command