

Summary of Changes

USMEPCOM Regulation 600-6, 24 September 2004
Personnel-General
Bulletin Boards

This revision has administrative and a policy change. Specifically, this revision—

- Authorizes commanders to establish non-official bulletin boards and identifies and defines requirements (par. 2-3).
- Updates requirements for permanent documents for official unit bulletin boards (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

24 September 2004

Effective: 25 October 2004

**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 uniform placement of required items on bulletin boards.

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

Supplementation. Supplementation of this regulation and establishment of forms other than USMEPCOM forms is prohibited without prior approval from Headquarters United States Military Entrance Processing Command, ATTN: MCEA, 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 Reg 600-6, March 8, 1994.

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Chapter 1
General

1-1. Purpose

The purpose of this regulation is to provide guidance on the permanent and temporary items to be affixed to bulletin boards.

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

United States Military Entrance Processing Command (USMEPCOM) commanders will ensure their organizations—

- a. Have at least one official bulletin board.
- b. Maintain the bulletin boards.

Chapter 2

Policies and procedures

2-1. Bulletin board requirements

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 material that directly concerns the administration operation of USMEPCOM personnel and facilities.

2-2. Bulletin board maintenance

a. 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).

b. Commanders will ensure—

(1) Required permanent documents (see table 2-1) are posted to the official unit bulletin board in a neat and orderly manner (e.g., using a systematic arrangement and limiting the use of handwritten notes).

(2) Weekly checks of official bulletin boards to ensure the information is current and applicable.

(3) Duty appointment memorandums are not posted on official boards.

c. Only professional looking materials may be posted on any bulletin board. Do not tape up, hand-letter, or post sloppy or extraneous material. Material that uses slang or offensive language 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.

2-3. Additional bulletin board authorization

At their discretion, commanders may authorize other non-official bulletin boards.

a. Each non-official bulletin board must conspicuously display this statement: “NO CONTENT ON THIS BOARD HAS BEEN OFFICIALLY ENDORSED BY THIS COMMAND, USMEPCOM, OR ANY OTHER AGENCY WITHIN THE DEPARTMENT OF DEFENSE.”

b. Non-official 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 Documents for Official Bulletin Boards
Commander's open door policy memorandum
Memorandum indicating the rights of civilian and military to file complaints
Equal Opportunity(EO)/Equal Employment Opportunity (EEO) items:
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
Name, duty address, and duty telephone number of the supporting staff judge advocate
Name, duty address, and duty telephone number of the Inspector General, HQ USMEPCOM
Name and duty telephone number of the security manager
Off-limits facilities list (as required)
Sample of complete return address for official mail
Federal Employee Compensation Act
Fire evacuation plan
Department of Defense (DD) Form 2272 (Department of Defense Safety and Occupational Health Protection Program)
Enlisted evaluation rating schemes (U.S. Army personnel only)
Name, duty address, and duty telephone number of the information system security officer.
Defense Hotline telephone number (800-424-9098) and address e-mail address (hotline@dodig.osd.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.apd.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

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

USMEPCOM

United States Military Entrance Processing Command