



**27 OCTOBER 2011**

**Communications and Information**

**482 FW OFFICIAL BULLETIN BOARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and Forms are available for downloading or ordering on the e-publishing website at <http://www.e-publishing.af.mil/>.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 482 CS/SCOK

Certified by: 482 MSG/CC  
(Col Elwin A. Rozyskie, Jr.)

Pages: 4

---

This instruction implements Air Force Policy Directive (AFPD) 33-3, *Air Force Information Management*. It gives responsibilities and procedures for all 482 FW Official Bulletin Boards at Homestead ARB. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route Air Force Form 847 (AF Form 847), *Recommendation for Change of Publication*; from the field through major command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with (IAW) the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

**1. General.**

1.1. Official bulletin boards within organizations are an important means of communicating vital information to airmen as well as meeting regulatory and statutory requirements.

1.1.1. While meeting these requirements, presenting a professional and orderly appearance of posted materials is important. Wing policy will be to reduce redundant postings, extraneous materials, and to ensure items not officially sanctioned or appropriate are not posted.

**2. Official Bulletin Boards.**

2.1. Commanders and Section Chiefs will:

2.1.1. Set up their respective Official Bulletin Board in a location where the majority of Airmen and their family members will have reasonable access; such as, building

entrances or strategic places which will display information to the greatest number of individuals. To meet this objective, Official Bulletin Boards as defined in this instruction will not be located in Sensitive Compartmented Information Facilities (SCIF).

2.1.2. Monitor the maintenance of the official bulletin board within their respective organization. Commanders and Section Chiefs will use their initiative and discretion in providing boards that present a neat and standardized appearance that matches the area décor, and meet requirements specified by 482 FW/CC and this instruction.

2.2. Appoint a monitor and alternate to maintain each official bulletin board within their organization.

2.2.1. Information concerning the location and responsible person for each official bulletin board will be kept readily available in each organizational headquarters or administrative staff sections. This information should be provided to the Wing OPR as required.

### **3. Bulletin Board Monitor Responsibilities.**

3.1. Bulletin boards will have clearly marked sections: "Official", "Unofficial", "Safety" and "Union". More than one bulletin board may be necessary. The layout will be identified annually by the Wing OPR.

3.1.1. Space on bulletin boards for union business will be in accordance with the Labor-Management Agreement.

3.2. Monitors will ensure that documents located on the 482 FW CoP Bulletin Board Portal Page are printed and that only current displays are posted. This Portal Page contains all current, mandatory, and official bulletin board displays required to be posted. This page can be accessed from the 482 FW CoP main page.

3.3. When organizational directives, other than this instruction, require specific documents be posted to official bulletin boards, the documents will be posted by the bulletin board monitor.

3.4. Post all unofficial material according to the policy of the organization and ensure employee "For Sale" notices do not reference duty phone or office. This will prevent unauthorized use of government time and resources. Restricted unofficial material (such as political announcements, advertising of a commercial nature, and for sale items where a monetary gain will be made by a private company, organization, or group) is prohibited from being displayed.

3.5. Maintain all bulletin boards to present a neat appearance.

3.6. No visual aids (VA) are to be posted unless they are numbered and controlled as specified in AFI 33-360, *Publications and Forms Management*. The Publishing Management office (482 CS/SCOK) assigns VA numbers.

### **4. Wing OPR Responsibilities:**

4.1. The Commander, 482d Communications Squadron (482 CS/CC) will be the wing OPR for Official Bulletin Boards in the 482 FW.

- 4.1.1. 482 CS/CC will maintain a Portal Page to house all current, mandatory, and official bulletin board displays. This page can be accessed from the 482 FW CoP main page.
- 4.1.2. 482 CS/CC will maintain a current listing of all 482 FW Bulletin Board locations and monitors.
- 4.1.3. 482 CS/CC will inspect all Official Bulletin Boards annually with the Self-Inspection program as defined in 482 FWI 90-201, *Self Inspection Program*.
- 4.2. 482 FW units or sections requiring Official Bulletin Board displays must send them in a digital format to 482 CS/CC for approval and posting to the Portal Page.

DONALD R. LINDBERG, Colonel, USAFR  
Commander, 482d Fighter Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 33-3, *Air Force Information Management*, 28 March 2006, IC 1 20 September 2007

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 33-360, *Publications and Forms Management*, 18 May 2006, Incorporating through Change 3, 11 June 2009

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**FWI**—Fighter Wing Instruction

**CC**—Commander

**CS**—Communications Squadron

**HARB**—Homestead Air Reserve Base

**IAW**—In Accordance With

**MAJCOM**—Major Command

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**SCIF**—Sensitive Compartmental Information Facility

**USAF**—United States Air Force

**USAFR**—United States Air Force Reserve

**VA**—Visual Aid