

Department of Transportation
Office of the Secretary
Washington, D.C.

ORDER

DOT 1730.4

10-13-72

SUBJECT: BULLETIN BOARDS, POSTERS AND SUGGESTION BOXES IN
DOT HEADQUARTERS BUILDINGS

1. PURPOSE. This order describes policies and procedures applicable in the Department of Transportation (DOT) Headquarters Buildings in Washington, D.C. for the control and use of bulletin boards and suggestion boxes. This order also reconfirms Federal Aviation Administration (FAA) authority for establishing procedures for the use of bulletin boards and suggestion boxes in FOB-10A.
2. SCOPE. The provisions of this order apply to the Office of the Secretary (OST) and the operating administrations. In addition, pursuant to delegation by the National Transportation Safety Board (NTSB) under Section 5 (m) of the Department of Transportation (DOT) Act, this directive is applicable to the NTSB.
3. POLICY. Bulletin boards mounted in corridors and other open areas in DOT Headquarters Buildings will be used primarily for the posting of official material in accordance with the procedures set forth in this order. Posting of materials in any location other than on bulletin boards or by procedures not in accordance with this order is prohibited except upon prior approval of the Director of Administrative Operations (TAD-40), Office of the Secretary (OST). Bulletin boards and suggestion boxes will be mounted in locations and by methods which do not create a safety hazard, and which are in keeping with the general decor of the buildings.
4. PROCEDURES. The following procedures are applicable to DOT Headquarters Buildings other than FOB-10A. Procedures established by the Federal Aviation Administration which have been coordinated in advance with the OST Director of Administrative Operations are applicable to FOB-10A.
 - a. Bulletin Boards. All arrangements for the mounting, relocation, or removal of bulletin boards or suggestion boxes in DOT Headquarters Buildings will be made through the Director of Administrative Operations (Support Services Division, Facilities Management Branch, TAD-443). Bulletin boards located in areas occupied primarily by one operating administration are assigned to that administration. Bulletin boards located in areas such as common-use facilities and entrances, which are not readily identifiable with a specific administration, are controlled and maintained by the Director of Administrative Operations.

DISTRIBUTION: All Secretarial Offices
All Operating Administrations
National Transportation Safety Board

OPI: Office of
Administrative
Operations

- (1) Submitting Material for Bulletin Boards. Material desired to be posted on bulletin boards assigned to a specific administration, should be submitted to that administration's designated office. Material for bulletin boards in lobbies and common-use areas should be submitted in duplicate to the Support Services Division (TAD-443), subject to the following:
 - (a) Official material should be transmitted by memorandum identifying the originator and indicating display period desired. Material larger than 8" x 10½" should be coordinated with Support Services Division prior to preparation, where feasible, in view of space limitations of the bulletin boards.
 - (b) Unofficial material, which will be accepted for posting as space permits, includes announcements by schools and universities, and employee notices offering housing, automobiles, etc., for sale. Commercial material will not be posted. All items submitted should be printed on one side only. Material exceeding 8" x 10½" cannot be posted. Personal notices should be prepared on 3" x 5" cards.
- (2) Display Schedule. After all official material received has been accommodated, remaining space will be used for unofficial material on a "first come, first served" basis. Personal notices will be received until 3:00 p.m. on Fridays for posting the following week. If the quantity of items submitted exceeds the space available, carryover items will take first precedence for the next week's posting. Personal notices will be cleared from the boards at the end of each week. If additional display time is desired, notices may be resubmitted. Material which is not accepted for posting will not be returned to the originator.
- (3) Control of Posted Material. The Office of Administrative Operations will monitor all bulletin boards to assure that standards are maintained. Material found improperly posted will be removed.

B. Posters.

- (1) The display of posters announcing campaigns, awards, contests, items for sale, etc., must be approved in advance by the Support Services Division (TAD-443). Unauthorized posters will be removed. Approval for display of posters must be obtained from the administration controlling the area concerned.

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(2) When the display of posters is authorized, care shall be taken to ensure that the surface on which it is posted is not marred or disfigured.

- c. Suggestion Boxes. Each administration is responsible for mounting and controlling suggestion boxes within its assigned areas. Suggestion boxes will not be mounted on walls in a manner that would create a hazard to DOT personnel or damage the walls.

FOR THE SECRETARY OF TRANSPORTATION:



William S. Heffelfinger
Assistant Secretary
Administration