

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

DEPARTMENTAL REGULATION		Number: 1600-2
SUBJECT: Posting of Notices and Information Bulletins	Date June 26, 2003	
	OPI: Office of Procurement & Property Management, Property Management Div.	

1 **PURPOSE**

This regulation provides the criteria for posting material in USDA buildings with respect to the appropriateness of material, the locations where material may or may not be posted, and identifies agency responsibility for the control of such postings.

2 **CANCELLATION/INSTRUCTIONS**

Departmental Regulation 1600-2, Posting of Notices and Information Bulletins dated April 4, 2002, is superseded. This regulation is revised to remove the restricted prohibitions for postings on bulletin boards. This regulation does not apply to electronic bulletin boards.

3 **INSTALLATION OF BULLETIN BOARDS AND POSTING NOTICES**

Bulletin boards will be installed only with the approval of the building manager/owner of the building. Items for posting will be placed on bulletin boards and at no other locations. No material will be fastened to the walls with tape or otherwise in public areas.

4 **AGENCY RESPONSIBILITY**

Bulletin boards should be placed under the jurisdiction of a designated person whose name and telephone number are registered with the building manager. This person will be responsible for the maintenance of the board to keep it neat and orderly.

5 **MATERIAL THAT MAY BE POSTED**

Employee organizations, agency officials and individual employees may post the following types of information:

- a Official business notices of the occupant agency.

- b Request for funds for welfare, health, and other purposes, approved by the head of the occupancy agency.
- c Information concerning Department employee organizations, including prices of recreational activities. Do not include discount price lists or other retail material.
- d Notices to Federal employees by concessionaires and employee organizations recognized by the occupant agency.
- e Personal notices of agency employees, such as the sale of any employee's home, requests for carpool participation, etc. Advertisements are to be dated and not to exceed 3x5 inches in size.
- f Recognized labor organization notices and issuances on space provided by the agency pursuant to agreement between the agency and recognized labor organization.

The foregoing list is for illustrative purposes and should not be considered exhaustive.

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