

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL  
FORT SILL, OKALHOMA 73503

USAFACFS Regulation  
No. 25-51

28 January 1997

Information Management: Records Management  
**BULLETIN BOARDS**

Supplementation by subordinate commanders is prohibited  
unless specifically approved by HQ, USAFACFS.

**1. PURPOSE.** This regulation prescribes those publications, memorandums, etc., that will be posted or will not be posted on official bulletin boards (paper or electronic), and provides guidance on unofficial bulletin boards. Establishes controls to limit the number of future publications required to be posted.

**2. GENERAL.**

a. Official and unofficial bulletin boards provide a standard means of conveying instructions and information to assigned personnel. In order to gain maximum benefits, official and unofficial bulletin boards must—

(1) Contain only essential unclassified information/materials.

(2) Be frequently screened for material that is not current.

(3) Be maintained in a neat and orderly manner.

b. Battery/detachment size units or activities will normally have one official bulletin board. Where the dispersion of the work force does not reasonably permit daily access to all personnel, the minimum number of bulletin boards required will be established by the unit/activity.

**3. MATERIAL TO BE POSTED.** Posting where appropriate (i.e., military and/or civilian employees assigned).

a. On Official Bulletin Boards.

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\*This regulation supersedes USAFACFS Reg 25-51, 31 March 1994.

(1) Current memorandum, ATZR-I, HQ, USAFACFS, subject: Rights of Military Personnel to Present Complaints.

(2) Current memorandum, ATZR-I, HQ, USAFACFS, subject: Rights of Civilian Personnel to Present Complaints.

(3) "Direct Fire" command bulletins for a period of 5 consecutive days.

(4) "TOT" command bulletins for a period of 3 consecutive days.

(5) Reenlistment information.

(6) Form CA-10 (What a Federal Employee Should Do When Injured on the Job).

(7) Directorate of Civilian Personnel Merit Promotion Opportunity (until closing date).

(8) Fort Sill Affirmative Action Plan.

(9) Procedures for Filing Complaints of Discrimination.

(10) Commander's Equal Opportunity Policy Statements.

(11) Commander's Open Door Policy.

(12) Current Financial Statement of Unit Funds.

(13) Promotion Standing List.

(14) PLDC Order of Merit List.

(15) Duty Rosters.

(16) Leave and Pass Policy.

(17) DD Form 2272 (DOD Occupational Safety and Health Protection Program).

(18) A copy of applicable current Negotiated Labor Agreement should be posted on each official bulletin board in those areas where there are bargaining union employees. (Union agreements require management to provide a 2'x 2' area on each bulletin board for union information in those areas where there are union employees.)

(19) Other items as directed by this or higher headquarters.

b. Unofficial Bulletin Boards. These should contain items such as miscellaneous temporary bulletins/flyers, NCOER rating schemes, crime prevention posters, designate swimming areas, legal assistance's military address and phone numbers, etc.

**4. DO NOT POST THE FOLLOWING ITEMS ON BULLETIN BOARDS.**

a. Social rosters.

b. Recall rosters. (This roster can be included in the CQ instruction book.)

c. Articles 15. (Can be posted as long as the name, rank, social security number, and other personnel information is removed.)

d. Privacy Act Data. Do not post/release (without individual's consent)--

(1) Social security number, home address (to include home E-Mail address), home telephone number, and date of birth on government employees or family members.

(b) Other personal information relating to a government employee (military or civilian) to include their family.

e. Classified information.

f. Information that meets the criteria of exemptions 1 through 9 of AR 25-55.

**5. ELECTRONIC MAIL BULLETIN BOARDS.**

a. Electronic Bulletin Boards may be used for disseminating official and unofficial bulletins (bulletins, flyers, movie schedules, youth services, sports leagues, etc.). Users of Electronic Bulletin Boards should print and post a copy of the bulletin, flyer, etc., on the activity/unit official bulletin board for the benefit of those personnel who do not have access to Electronic Bulletin Boards.

b. AR 36-5 requires personnel posting information to an electronic bulletin board to first receive permission from the releasing authority.

c. Activities will keep their portion of Electronic Bulletin Boards posted and updated. Additions and deletions are done by designated users responsible for that bulletin board.

**6. POSTING DIRECTIVES AND PUBLICATIONS.** All USAFACFS directives (publications) are required to be processed through DOIM Records Mgt Br. The proponent of the directive will indicate whether they want the directive placed on the electronic bulletin board, issued via paper, or both. After approved, DOIM will post to electronic bulletin board if there is space available.

**7. CONTACTS.** Contact your Privacy Act Coordinator or the Installation Privacy Act Official (DOIM) (442-3907) for assistance/advise on what can or cannot be released. AR 340-21, chapter 3 lists information that can be released without individual consent.

(ATZR-UAA)

FOR THE COMMANDER:

OFFICIAL:

RICHARD W. SHERWOOD  
Colonel, FA  
Chief of Staff

/signed/  
JIMMY S. PARKER  
Director of Information  
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