



UNITED STATES MARINE CORPS
U.S. MARINE CORPS AIR STATION
YUMA, ARIZONA 85369-5001

IN REPLY REFER TO:
StaO 12790.1E
3BF:pr
4Feb 1988

STATION ORDER 12790.1E

From: Commanding Officer
To: Distribution List

Subj: Bulletin Boards

Ref: (a) CMMI 790 (NOTAL)
(b) StaO P12721.1E

1. Purpose. To prescribe procedures to establish and maintain civilian bulletin boards in activity organizations employing civil service employees.
2. Cancellation. Station Order 12790.1D.
3. Information. Reference (a) directs that official and unofficial bulletin boards be maintained in each naval activity at such places where employees normally congregate, or other places suitable for the general dissemination of information.

a. Official Bulletin Boards. Current official station orders with which employees in general are expected to conform should be posted on official bulletin boards. In addition, the following items will be prominently displayed:

- (1) Political Activity Poster (Office of the Special Counsel).
- (2) Code of Ethics for Government Service (NSO P-1991, CMMI 735).
- (3) Poster "Equal Employment Opportunity Policy-Summary" (NAVSO P-2411, NAVSO P2411-1 (Spanish), CMMI 713).
- (4) Poster "Overseas Recruitment" (NAVSO P3099, CPI 301).
- (5) Commandant's Policy Statement on Civilian Equal Employment Opportunity.
- (6) Vacancy Announcements.
- (7) Photograph, name and telephone number of Equal Employment Opportunity Counselors.

b. Unofficial Bulletin Boards. All unofficial notices are to be posted on unofficial boards. They may cover employee activities

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such as announcing lodge, club or other meetings, social affairs, athletic events, or religious services in Navy Chapels. Only those notices or bulletins concerning events or items available to all employees without regard to race, religion, color, sex, or national origin may be posted. Posting petitions or bulletins regarding partisan or nonpartisan political or civil issues is not permitted.

c. Union Bulletin Boards. Per reference (b), the National Federation of Federal Employees (NFFE), Local 64, is permitted to install bulletin boards, not to exceed 30" by 24" adjacent to or in the vicinity of each official civilian bulletin board. The Union is responsible for posting and removing material outside of working hours and said material shall not violate any law or security regulation, or contain scurrilous or libelous material.

4. Action. Addressees will designate custodians for civilian bulletin boards, notify the Civilian Personnel Officer (3BF) of such designation and prominently post the name, organization, and telephone number of the assigned custodian on each bulletin board. The custodian will control the posting and removal of all official and unofficial material and will ensure that posted material is current. The Civilian Personnel Officer shall periodically inspect bulletin boards for proper maintenance and will coordinate action on requests to establish new bulletin boards.

5. Applicability. The provisions of this Order apply, by prior agreement with the Marine Corps West Coast Commissary Complex, to the Yuma Commissary Store.



W. H. HANSEN
By direction

DISTRIBUTION: C