

DEPARTMENTAL REGULATION		Number: 1600-002
SUBJECT: Posting of Notices and Information Bulletins	DATE: April 4, 2002	
	OPI: Office of Procurement & Property Management, Property Management Division	

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 **SPECIAL INSTRUCTIONS/CANCELLATIONS**

- a This regulation changes the Office of Primary Interest to Office of Procurement and Property Management, Property Management Division.
- b Departmental Regulation 1600-2, Posting of Notices and Information Bulletins dated July 13, 1984 is superseded.

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; remove any objectionable material; and monitor the posting of the following:

- a Information concerning recognized, nonprofit, community-wide activities. This may include prices.
- b Information on organizations or events recognized as profit making activities, such as concerts, lectures, etc., if the activities are actually recreational or educational in nature. This may include prices.

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 of 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.

6 RESTRICTIONS

The following postings are not authorized:

- a Advertisements by employees offering services or items for sale, when such services or items can be obtained from commercial sources on a continuous basis.
- b Material which directly or indirectly attacks or adversely reflects on the integrity or character of Members of Congress, the judiciary, the President, members of the President's Cabinet, or any other Government official in a similarly responsible position.
- c Material containing expressions of a derogatory or abusive character concerning any employee of the Department of Agriculture.
- d Material which directly or indirectly condemns or criticizes the policies of any Government Department or Agency.

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