

STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
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CAL ARNG Regulation  
No. 1-1  
CA ANG Regulation  
No. 11-4

15 November 1988

Administration  
Administrative Practices  
BULLETIN BOARDS

1. GENERAL: Official unit bulletin boards (UBB) are an essential part of the information chain within every organization. To be effective, each official UBB must contain only material that directly concerns the administration and operation of CNG personnel and facilities.
  - c. Commanders may, at their discretion, authorize other bulletin boards for posting the following:
    - (1) Unofficial material of interest to the members of the unit, i.e., business cards, garage sales, community events, etc.
    - (2) Information required by federal/state laws relative to employment matters, i.e., OSHA, unemployment compensation, etc. Display of official labor organization material may be posted subject to the terms and conditions of negotiated labor-management agreements.
    - (3) Information required by Army and Air regulations pertaining to aviation safety.
    - (4) Troop information and educational material, i.e., Military pay scales, Career Counseling/Planning information, etc.
2. POLICY: a. Each official UBB will be prominently identified as the "Official Unit Bulletin Board" and will contain three sections (permanent, temporary and current). Figure 1 (reproduced on the reverse) is an example of how the official UBB is to be organized. The height and width of the official UBB as well as the space dedicated to each section are variable. As a minimum the contents will contain those items listed in Figure 1.
  - b. Effective immediately each company, squadron, flight, separate detachment or activity will review and reorganize as necessary, their official UBB to insure compliance with this regulation. Additionally, the official UBB will be reviewed at least monthly to insure that the information is still current and applicable.

OFFICIAL UNIT BULLETIN BOARD		
PERMANENT	TEMPORARY	CURRENT
<p>Items placed in this section will have an applicability for more than one year, i.e.,</p> <ol style="list-style-type: none"> <li>1. Comd Policy Ltrs</li> <li>2. Affirmative Action Plan</li> <li>3. IG request for assistance forms</li> <li>4. Armory Rules</li> <li>5. Fire Evacuation Plan</li> <li>6. Discrimination complaint procedures</li> <li>7. Accident/injury reporting procedures</li> </ol>	<p>Items placed in this section will have an applicability for more than 30 days but less than one year, i.e.,</p> <ol style="list-style-type: none"> <li>1. Drill schedule</li> <li>2. Unit fund minutes</li> <li>3. Training Bulletins</li> <li>4. Safety Bulletins</li> <li>5. Unit conducted schools announcements</li> <li>6. Additional duty appointments</li> </ol>	<p>Items placed in this section will have an applicability for less than 30 days, i.e.,</p> <ol style="list-style-type: none"> <li>1. Job announcements</li> <li>2. Church services</li> <li>3. Federal/State proclamations</li> <li>4. Unit orders for awards, promotions, separations, etc.</li> </ol> <p>Date of last review _____</p>

Figure 1 - Sample Official Bulletin Board

15 November 1988

CAL ARNGR 1-1  
CA ANGR 11-4

(CAAS)

BY ORDER OF THE GOVERNOR:

OFFICE



ROBERT C. THRASHER  
Major General  
The Adjutant General

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