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**BY THE ORDER OF THE COMMANDER  
919TH SPECIAL OPERATIONS WING (AFRES)**

**919 SOW INSTRUCTION 33-102  
9 April 2001**



**COMMUNICATIONS AND INFORMATION**

**OFFICIAL BULLETIN BOARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 919 MSS/SCB (MSgt Carol S. Earnest)  
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Certified by: 919 MSS/CC  
(Lt Col Michael B. Black)  
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This instruction establishes policies and outlines the responsibilities and procedures for the administration and maintenance of Official Bulletin Boards (OBBs). It applies to the 919th Special Operations Wing (919 SOW).

**SUMMARY OF REVISIONS**

Updates authorized Official Bulletin Boards (OBB) and their Building location. A \* indicates revisions from the previous editions.

**1. Responsibilities.** Staff Agencies/Groups/Squadrons/Flights with approved bulletin boards (refer to Table 1-1) will designate in writing a Bulletin Board Monitor to ensure upkeep of the OBBs. Send a copy of the letter to 919 MSS/SCB.

**2. OBB Monitor will:**

2.1. Review the OBB before a planned assistance visit and at least one other time during the year to ensure required and current items are posted. The bulletin board must be clearly marked "Official" in order to identify an official bulletin board from an unofficial bulletin board.

2.2. Ensure visual aids or temporary items have either a suspense date or a legal visual aid number in accordance with AFI 33-360, Vol 1, *Publication Management Program*.

2.3. Keep OBBs neat in display and prevent a cluttered appearance.

2.4. Maintain only current material on the OBB by removing outdated material and ensure revised information is properly posted.

2.5. Items posted on OBB must have a governing directive requiring this action.

### 3. Establishing an OBB:

3.1. Sections sharing a work site need only one board for the building or work site.

3.2. There is no need to establish OBBs at remote sites, which serve only a few employees, especially if these employees have periodic access to a board at the parent section.

#### \*TABLE 1-1, OFFICIAL BULLETIN BOARDS

ITEM	STAFF AGENCIES/GROUPS/ SQUADRONS/FLIGHTS	(Location) BUILDING NO.	NO. OF BOARDS
1	5th SOS @ Eglin Main Base	439	1
2	919 MSS, SPS, DPMT, JA, HC, HO, ME	3002	1
3	919 OSS/CCQ	3021	1
4	919 CES/CE North End	3025	1
5	919 SFS/CC	3051	1
6	919 MSS/SVH	3054	1
7	919 LG/CC	3076	1
8	CC, CCE, SCB, DPM, DPF, PA, XP, SE, FM	3077	1
9	711 SOS/CC	3078	1
10	919 SOW/RS	3116	1
11	919 MDS/SG	3120	1

THOMAS M. STOGSDILL, Colonel, USAFR  
Brigadier General