

# **COMPANY BULLETIN BOARD STANDARDS**

## **1. Purpose:**

The purpose of each battalion/company bulletin board is to act as a central quick reference for a multitude of cadet subjects, from upcoming events, tours of guard duty, and safety guidelines.

## **2. General:**

The battalion/company bulletin board is managed and maintained by the battalion/company Clerks. The Battalion SGM/Company 1SG are responsible for ensuring that the Clerks are continually updating their bulletin board with up to date information, calendars, schedules, and safety procedures. Every bulletin board should be updated with the most recent training schedule, punishment orders, and that no additional miscellaneous posters are outdated. The Regimental Provost Department has overall responsibility for the upkeep, maintenance, and presented information on each bulletin board.

## **3. Saturday Morning Inspections**

For every Saturday Morning Inspection (SMI), each battalion/company bulletin board will be cleaned inside and out. All of the content of the bulletin board will be present, up to date, and follow the outline laid out in this SOP. The bulletin board's lights will be turned on and working for the SMI, or annotated nearby with a 3x5 index card with a work order request number and date. The bulletin boards will be inspected by the Regimental Provost Officer/NCO or the Battalion Provost Officer. The highest standards will be expected, as the bulletin boards reflect the additional trust, authority, and prestige that comes with the Battalion/Company Clerk position.

## **4. Bulletin Board Layout**

The standard bulletin board layout is based upon 3 panels, which can hold 8 vertical or horizontal papers/posters each. For battalions/companies with 4 panel boards, the additional panel may be used for miscellaneous purposes. Each panel should be aligned to the top right corner, with spacing between documents that provides a professional look. Each document will be pinned in all four corners by a clean and non-rusted bulletin board pin. Any unused bulletin board pins will be neatly organized into columns and rows and pinned in the lower right corner of the entire board. Staples, tape, or other materials will not be used to hang any documents on the bulletin board.

Weekly Training Schedule*	Weekly Training Schedule*	Yearly Training Calendar	Battalion Punishment Order**	Weekend Duty Roster	Battalion Duty Officer Roster
Weekly Training Schedule*	Weekly Training Schedule*	Emergency Procedures	Battalion Punishment Order**	Regimental Guard Schedule	Battalion Guard Schedule
Weekly Training Schedule*	Weekly Training Schedule*	Fire Evacuation Map (1st Division)	Fire Evacuation Map (2nd - 4th Division)	Commandant's Intent	Regimental Commander's Intent
Weekly Training Schedule*	Weekly Training Schedule*	Fire Evacuation Points Map	Designated Safety Poster***	Miscellaneous	Miscellaneous

\*= Updated Weekly

\*\* = Updated Every Tuesday & Thursday

\*\*\*= Most Recently Issued Poster by Regimental Provost Department