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Office of the President
PPM-007-2017
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SUBJECT: Management of Display cases, Bulletin and Display Boards, and Portraits at USU

A. Purpose: This President's Policy Memorandum (PPM):

1. Cancels Uniformed Services University of the Health Sciences (USU) PPM-006-2015.
2. Establishes policies and guidelines for the use and maintenance of display cases, bulletin and display boards, and portraits in USU hallways.

B. Reference: *See Enclosure 1.*

C. Applicability: This PPM applies to all departments/activities and personnel at USU.

D. Definitions: *See Enclosure 2.*

E. Policy: It is USU policy that:

1. All information posted on bulletin boards will be current and appropriate. Obsolete notices and other informational material will be removed in a timely fashion and all bulletin boards will be maintained in a neat and orderly manner.
2. USU bulletin boards are for the use and benefit of USU personnel only. Commercial companies with ads and notices shall not be permitted to post on any USU bulletin boards.
3. Notices, posters, pictures, and other informational material shall not be posted or attached to walls, doors, and fixtures using tape, pins, or tacks. Pictures, signs, and similar items to be attached to walls shall be appropriately framed or mounted and installed by the Facilities Division (FAC).

F. Responsibilities:

1. The Administrative Support Division (ASD) shall be responsible for:
 - a. Bulletin boards located in main lobbies of each building.

b. Closed bulletin boards at A2020, B3059, B4079, G040, main lobbies, and upper levels. Information to be displayed on closed bulletin boards shall be forwarded to the Director, ASD for posting at USU.

c. Building and departmental directories.

d. Removing obsolete materials the first week of each month from kiosks, which are installed in corridors and other high traffic areas to transmit information of interest to all USU personnel.

2. Departments/Activities shall:

a. Maintain bulletin boards that are used by their department/activity, which are located in departmental/activity spaces or in corridors adjacent to those spaces.

b. Maintain the information on the display boards used by the department/activity.

c. If applicable, maintain photographs of prior chairs, division/section heads, and/or faculty at the rank of professor or equivalent, and organizational composites in the hallways adjacent to their department.

3. The Office of External Affairs shall be responsible for the selection, approval, and display of material placed in the large display case located in Building "B," first floor, in the lobby by Sanford Auditorium.

4. The Military and Emergency Medicine Department shall be responsible for the selection, approval, and display of material placed in the display cases located in Building "C," second floor, lobby.

5. The Office of the President, USU shall be responsible for the selection, approval, and display of material placed in the portable, freestanding display cases located in Packard Hall, first floor, and lobby.

6. The Learning Resource Center shall be responsible for the selection, approval, and display of material placed in the portable, freestanding display case located in Building "D," first floor, Learning Resource Center Lobby.

7. The University Multimedia Center shall be responsible for the display of material placed in the closed bulletin board in front of the Cafeteria.

8. The Brigade shall be responsible for the display of material placed in the CFC display case in the cafeteria.

9. The Multidiscipline Laboratories shall be responsible for the issuance and maintenance of portable display boards, not to include information, posters, etc. Display boards are to be reserved, in writing, with the Multidiscipline Laboratories (MDL) office at least two weeks prior

to the date needed. Departments will be notified by the MDL office of availability and are to arrange pick-up and return times. Display boards will not be taken from USU grounds, for any purpose, unless prior approval has been granted by the Coordinator, MDL.

10. Facilities (FAC) shall be responsible for the cleaning and maintenance of the USU display cases.

G. Security:

The display cases shall remain locked or otherwise secure at all times. Some of the display cases require a special tool to open the glass front and each responsible individual or office shall be provided one of the special tools as required. Care must be taken when opening the display cases due to the weight of the glass front. If requested, FAC shall provide assistance in opening and closing the cases.

H. Effective Date: This PPM is effective immediately.



Richard W. Thomas, MD, DDS, FACS
Major General, U.S. Army (Retired)
President

Enclosures:

1. References
2. Definitions

REFERENCES

- (a) USU PPM-006-2015 "Display cases", dated January 6, 1999 (cancelled).

DEFINITIONS

1. Building Directories. Location listings by building and department/activity.
2. Closed Bulletin Boards. For posting fire and evacuation plans and other official matters pertaining to operations of USU.
3. Department/Activity Bulletin Boards. For posting information pertaining only to the Department or activity concerned or general information for departmental/activity personnel.
4. Departmental Directories. Location listings by building and room numbers of all Department/activities.
5. Display cases. For exhibiting historical memorabilia, trophies, plaques, and special awards relating to student activities and visiting dignitaries.
6. Display Boards. For posting information pertaining to a common theme (e.g., pictures, articles, and publications relative to a seminar planned or in progress or other topics of a scientific or professional nature).
7. Kiosks. For posting information of a general nature (e.g., notices of meetings, seminars, requests for carpool participation, sale of homes by USU employees or students, etc.).
8. Official Bulletin Boards. For posting official notices, instructions, fire, and evacuation plans and other official matters pertaining to operations of USU.
9. Portraits. Photographs of prior chairs, division/section heads, and/or faculty at the rank of professor or equivalent, and organizational composite for orientation purposes.