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11. FINE ARTS COMMISSION

SYNOPSIS. This regulation sets forth the role of the Fine Arts Commission in aesthetic matters relating to Agency facilities in the Metropolitan Washington area. An attachment provides guidelines for the proper display of notices, advertising, and other such material within Agency facilities.

a. **GENERAL.** Under the general direction of the Deputy Director for Administration (DDA), the Fine Arts Commission (FAC) advises the Director of Central Intelligence on aesthetic matters relating to major Agency facilities in the Metropolitan Washington area, including buildings and grounds, both Government-owned and -leased.

b. **PURPOSE.** The FAC is concerned particularly with the appearance of Agency facilities in the Metropolitan Washington area. It promotes an attractive working environment (buildings and grounds), provides a mechanism for the expression of the cultural interests and activities of Agency employees, and supports a program of exhibits in the Headquarters Building Exhibit Hall. The FAC advises the DDA or designee, the Director of Logistics, regarding (1) proposals that would alter the appearance of Agency premises, and (2) the establishment of standards.

c. **RESPONSIBILITIES**

(1) The DDA will appoint and provide general direction to the chairperson and members of the FAC.

(2) The Chairperson, FAC will direct and coordinate the work of the commission. When vacancies occur, the chairperson will nominate new members to the DDA. The chairperson periodically will publish a membership list for the information of all employees and provide an opportunity for interested employees to volunteer their services to the commission. The chairperson may establish standing and ad hoc committees to carry out the work of the commission.

(3) The Chairperson, FAC will ensure that minutes of the monthly FAC meetings will be sent to the DDA, the Director of Logistics, and to each directorate administrative component.

(4) Membership of the FAC will be based on interest, artistic accomplishment or background, and availability. The members will serve on the commission in addition to their other assignments.

(5) The Director of Logistics will provide staff support for the commission and, as directed by the DDA, ensure compliance with the standards adopted by the commission.

(6) The Agency Interior Design Consultant, Logistics Services Division, Office of Logistics (LSD/OL), will serve as adviser to the FAC and will provide aesthetic expertise and guidance as needed.

d. **EXHIBITS AND OTHER ACTIVITIES IN BUILDING CORRIDORS.** Individuals representing components that wish to sponsor exhibits in the Headquarters Building Exhibit Hall should contact the Interior Design Consultant, LSD/OL, or the Chairperson, FAC for information. Exhibits and related activities in any other corridor, or in any other Agency building in the Metropolitan Washington area, must be approved by the Director of Logistics with the concurrence of the Chairperson, FAC.

e. **PROPER DISPLAY OF NOTICES, ADVERTISING, AND OTHER SUCH MATERIAL WITHIN AGENCY FACILITIES.** Related to the appearance of Agency facilities is the proper display of notices, advertising, and other such material. Guidelines governing the posting of information on kiosks, public bulletin boards, and entrance display units are provided in the attachment to this regulation.

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PROPER DISPLAY OF NOTICES, ADVERTISING, AND OTHER SUCH MATERIAL WITHIN AGENCY FACILITIES

1. The following guidelines govern the posting of information on kiosks, public bulletin boards, and entrance display units:

   a. **KIOSKS.** Kiosks are located in Headquarters Building in the 1F and 1C corridors at their intersections with J corridor. Only items of immediate interest and short duration should be posted (tacked firmly in place at all four corners) not more than a week in advance of the scheduled event and must be removed by the sponsoring office or individual immediately after the event takes place. Anyone posting notices may remove expired items in order to make room for current announcements.

   b. **PUBLIC BULLETIN BOARDS.** Public bulletin boards are located in Agency buildings to be used for the display of material on Government-wide programs, long-term activities, personal notices, or non-Agency events (examples: Credit Union items, items for sale, carpooling, energy conservation, health and safety items, Office of Training and Education courses, public sports or theater events). Approval to post information on any of the Agency public bulletin boards must be obtained from the Employee Activity Association, Benefits and Services Division, Office of Personnel.

   c. **ENTRANCE DISPLAY UNITS.** Six-sided entrance display units are located at the Main, Tunnel, Northeast, North Cafeteria, Southwest, and South Dock entrances of Headquarters Building. Three sections of each unit are reserved for posting information required by General Services Administration regulations, including the Code of Ethics and the list of items prohibited in the building, and for permanent posting of security-related messages such as badge removal and search procedures. Three remaining sections are available for posting notices of a time-sensitive nature (examples: announcements about guest speakers, concerts, dramatic presentations, bloodmobile days, or religious services). Announcements may be posted for two days only, the day of the event and the preceding day. The office concerned is responsible for removing items promptly after an event. All displayed information is to be produced mechanically or photographically, may be 24 inches high by 18 inches wide or smaller, must be unmounted, and may be grouped to share one display panel. No more than one copy of any notice may be placed on any display unit. (To insert notices in display units, remove the top bar from one section of the unit, slide the paper message between the clear plastic and the black background, and replace the top bar. The unit then may be rotated or turned to display the message more prominently.) These display units also will be used for emergency notices concerning matters such as weather conditions, gate closings, road problems, or presence of film crews. Questions about emergency notices, normally posted by the Office of Security in special bulletin format, should be directed to the Security Duty Officer, Headquarters Building.

2. The use of easels for display of notices or other material and the posting of items on doors, walls, mirrors, or anywhere other than kiosks, public bulletin boards, or entrance display units are not permitted.

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