

Miller  
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ALASKA ROAD COMMISSION  
Juneau, Alaska

May 1, 1951

OFFICE MEMORANDUM NO. 24

SUBJECT: Recess for Coffee

Reference is made to office memorandum dated October 3, 1950, and to the current practice of employees taking recess time from their office duties for coffee. It is recognized that the coffee hour is customary in many Government and private offices. It is believed to be a desirable feature for efficient operations at design, clerical and other desk work and is authorized. However, such recess time for coffee shall be limited to 15 minutes each, morning and afternoon. The time for coffee shall be staggered so that not less than half of the employees will be on the job at all times.

Observance of the above limitations on the coffee hour will be the responsibility of individual employees as well as branch chiefs. It is regarded as a simple demonstration of loyalty to the Government and the Road Commission. It is felt that Juneau office employees will wish to comply with this order to the letter so that appearances will be preserved as well as production maintained.

*A. F. Ghiglione*  
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Chief Engineer