

A.R.C. NUMBERED ORDERS

<u>Order</u>	<u>Subject</u>	<u>Date</u>
1 Rev.	Employment of Persons Under 18 Years of Age	5/1/50
1 Rev. 2	" " " " " " " "	1/19/51
1 Rev. 3	" " " " " " " "	8/24/51
7 Rev.	Regulations Governing Erection of Advertising Signs on Rights-of-Way under Control of the A.R.C.	5/11/53
7 Rev.	" " " " " " "	5/15/53
9	Trespass on public lands and on certain withdrawn or reserved lands (Departmental Order No. 2519)	6/3/49
10	Government Tort Claims	8/9/49
15	Correspondence	3/17/50
18 3rd Rev.	Travel and Meal and Lodging Regulations	3/13/56
18 3rd Rev. Sup. 1	" " " " " "	6/19/56
20 Rev.	Wage Rates	5/18/53
20 Rev. Sup. 1	" "	6/9/54
20 Rev.	" " (<i>Seventy Mail & File Section 11/28/56</i>)	7/20/55
22	Separations for Cause	5/31/50
24 Rev.	Use of Official Vehicles	12/14/54
24 Rev.	" " " "	6/30/55
24 Rev. Sup. 1	" " " "	8/30/55
24 Rev.	" " " "	4/6/56
24 Rev. Sup. 1	" " " "	5/1/56
31 Rev.	Designation of Security Officer and Records Control Officer, and Security Treatment of Classified Material	9/30/54
36	Investigation and reporting on administrative or financial irregularities	1/9/51
40 Rev.	Numbering System for Alaska Roads	1/12/56
41	Travel	3/8/51
42 Rev.	Acquisition (without reimbursement or transfer of funds) of Excess Property	12/18/52

<u>Order</u>	<u>Subject</u>	<u>Date</u>
45	Fire Control	5/16/51
46	Emergency Evacuation	5/31/51
47	Manuals	6/13/51
47 Rev.	"	8/1/51
47, Supp. 1	"	8/28/56
48	Extending the name "Glenn Highway" to include present Tok Cutoff	7/11/51
49	Painting of Oxygen, Acetylene and Carbon Dioxide Cylinders	8/1/51
49 Sup. 1	" " " " " " " "	8/21/51
50	Night Pay Differential - Classified Employees	9/13/51
51	System and Procedure Governing the Issuance of ARC Orders and Memoranda	9/13/51
51-1	" " " " " " " "	2/26/52
52	Fair Employment Practices	10/30/51
52 Sup. 1	" " "	11/4/53
52 Sup. 2	" " "	1/24/55
53	Transmittal of Performance Ratings	11/8/51
54	Policy and instructions for requesting occupational deferments or delay in call to active duty for members of military reserve components	11/27/51
57 Rev.	Employment and Leave procedures - Wageboard	5/5/54
58	Authority to Dispose of and to Transfer Personal Property	1/2/52
59	Designation of Incentive Awards Committee	5/6/52
59 Rev.	Incentive Awards Committee	4/28/55
59 - 2nd Rev.	" " Subcommittee	7/10/56
60 Rev.	Regularly Scheduled Work Weeks	5/18/53
60-1	" " " "	12/16/54
60 3rd Rev.	Hours of Work, Work Weeks and Overtime	3/19/56
60 3rd Rev., Sup. 1	" " " " " " "	7/10/56

<u>Order</u>	<u>Subject</u>	<u>Date</u>
61	Sale of Surplus Government Property to Government Employees	4/8/52
63	Personnel - Designation of Performance Rating Review Committee	5/6/52
63 Rev.	" " " " " "	4/23/56
64	Retirement of Employees for Age	5/8/52
65	Incentive Awards Program	6/18/52
66	Individual Time Reports - ARC Form 88	12/5/52
66-1	" " " " " "	12/22/52
67	Internal Audit Program	1/2/53
67 Rev.	" " "	1/13/56
68	Claims Based upon Personal Injury, Death, or Property Damage	1/28/53
69	Withholding for Territorial Income Tax	4/27/53
70 Rev.	Employment, Separation, and Terminal Leave Payments Classified Employees Recruited from the U. S.	5/11/54
70 Rev. Sup. 1	Time Limit for Return Transportation	5/5/54
70 Rev. Sup. 2	Employment, Separation, and Terminal Leave Payments Classified Employees Recruited from the U. S.	3/3/55
71	Definition of Responsibilities for Safety and Accident Prevention	5/20/53
72	Employees Entering Active Military Service	5/29/53
73	Repair of ARC Equipment Damaged in Collission with Privately Owned Vehicles	5/27/53
74	Contract Correspondence	9/1/54
75	Disposition of Surplus Personal Property to the Territorial Government of Alaska	10/27/54
75-1	" " " " " " "	12/8/54
76	Regulations GSA Title 3, Federal Records	7/21/55
77	Inspection of Rental Quarters	4/24/56
78	Procedures Pertaining to Transfer of the Alaska Road Commission to the Department of Commerce, Bureau of Public Roads	9/14/56
78, Sup. 1	" " " " " " " "	9/18/56

<u>Order</u>	<u>Subject</u>	<u>Date</u>
78, Sup. 2	Procedures Pertaining to Transfer of the Alaska Road Commission to the Department of Commerce, Bureau of Public Roads	9/28/56
78, Amend. 1	" " " " " "	10/5/56
78, Sup. 3	" " " " " "	10/8/56

UNITED STATES
DEPARTMENT OF THE INTERIOR
ALASKA ROAD COMMISSION
Juneau, Alaska

July 11, 1951

A.R.C. ORDER NO. 48

SUBJECT: Extending the name "Glenn Highway" to the present
Tok Cutoff

The 135.3 mile portion of road from Gakona Junction, on the Richardson Highway, to Tok Junction, on the Alaska Highway, has been officially designated as a part of the "Glenn Highway". The title "Glenn Highway" now officially designates the entire road from Anchorage to the junction with the Alaska Highway at Tok.

This action was recommended by the Director, Office of Territories, in his letter to the Secretary of the Interior, dated June 19, 1951, and was approved on June 21, 1951 by the Assistant Secretary of the Interior.

A. F. Ghiglione

A. F. Ghiglione
Acting Commissioner of Roads
for Alaska

Glenn
Highway/
Tok
Cutoff

UNITED STATES
DEPARTMENT OF THE INTERIOR
Alaska Road Commission
Juneau, Alaska

August 28, 1956

ARC ORDER NO. 47, Supplement No. 1

SUBJECT: ARC Manuals

1. Purpose: This supplement is issued to advise all concerned of current ARC Manuals. A few of the manuals previously issued, particularly those on engineering subjects, have now been consolidated and issued under one manual for convenience.

2. Discontinued ARC Manuals:

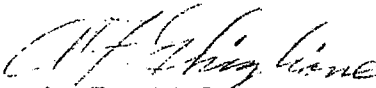
- No. 2 MANUAL OF INSTRUCTIONS ON FIELD SAMPLING AND TESTING SOILS, dated January 5, 1951.
- No. 3 PROVISIONAL ACCOUNTING MANUAL, dated January 15, 1951.
- No. 5 CONTRACTS ADMINISTRATION--OUTLINE GUIDE FOR DISTRICT AND RESIDENT ENGINEERS, dated April 24, 1951.
- No. 6 MANUAL OF INSTRUCTIONS FOR FIELD ENGINEERS, dated January 5, 1950.
- No. 8 REAL ESTATE PROCEDURES AND PRACTICES, dated November, 1952.

3. Current ARC Manuals:

- No. 1 DETAILS OF HIGHWAY DESIGN, dated November 20, 1950.
- No. 4 SAFETY MANUAL, dated March, 1951.
- No. 7 MANUAL OF INSTRUCTIONS FOR SURVEYS AND INVESTIGATIONS, dated January 5, 1951.
- No. 9 ACCOUNTING MANUAL, dated April, 1953 and revised July 2, 1956. This manual includes material that was formerly published in ARC Manual No. 3.
- No. 10 FIELD MANUAL OF ACCOUNTING, SUPPLY, AND PROPERTY PROCEDURES, dated May, 1955 and revised February 8, 1956.

- No. 11 FILE MANUAL, dated August, 1953.
- No. 12 MANUAL OF INSTRUCTIONS FOR ADMINISTRATION OF ARC CONSTRUCTION CONTRACTS, dated May 17, 1955. This manual includes material that was formerly published in ARC Manual No. 5.
- No. 13 MAINTENANCE MANUAL, dated August, 1956 (distribution of this manual is anticipated approximately September 1, 1956).
- No. 14 ENGINEERING MANUAL, dated June, 1956. This manual includes material that was formerly published in ARC Manuals No. 2, 6, and 8.
- No. 15 SECRETARIAL HANDBOOK, dated June, 1956.

4. Supplement: ARC Order No. 47, dated August 1, 1951, is hereby supplemented to reflect those ARC Manuals discontinued and those currently in effect. The attachment to ARC Order No. 47, dated August 1, 1951, remains in effect.


A. F. Ghiglione
Director

Attachment

Distribution: A

Interior - A.R.C. - Juneau, Alaska

UNITED STATES
DEPARTMENT OF THE INTERIOR
ALASKA ROAD COMMISSION
Juneau, Alaska

Account

August 1, 1951

A.R.C. ORDER NO. 47 (Revised)

SUBJECT: Manuals

It is the policy of the Alaska Road Commission to issue from time to time appropriate manuals dealing with various phases of our work. When prepared officially the manuals will be promulgated by Headquarters, Alaska Road Commission, and will bear a frontispiece in the form attached indicating a number, a title, the date issued, and the name and title of the person responsible for the preparation of the manual.

The following manuals have been issued and numbers have been assigned to them as indicated below:

- No. 1 ✓ DETAILS OF HIGHWAY DESIGN, dated November 20, 1950, by F. E. Baxter, Chief, Road and Facility Design Branch, Engineering Division.
- see 14*
No. 2 ✓ MANUAL OF INSTRUCTIONS ON FIELD SAMPLING AND TESTING SOILS, dated January 5, 1951, by L. M. DeLude, Materials Engineer, Engineering Division.
- see 9*
No. 3 ✓ PROVISIONAL ACCOUNTING MANUAL, dated January 15, 1951, by Henry Supino, Finance and Accounting Branch, Administrative Division, and Sidney L. Lundwall, Engineering Costs Branch, Engineering Division.
- No. 4 ✓ SAFETY MANUAL, dated March, 1951, by Harry R. Bates, Safety Engineer, Engineering Division.
- see 12*
No. 5 ✓ CONTRACTS ADMINISTRATION - OUTLINE GUIDE FOR DISTRICT AND RESIDENT ENGINEERS, dated April 24, 1951, by J. I. Noble, Chief, Contracts Branch, Operations Division.
- see 14*
No. 6 ✓ MANUAL OF INSTRUCTIONS FOR FIELD ENGINEERS, dated January 5, 1950, by Thoralf I. Rivenes, Materials Engineer, Engineering Division.
- No. 7 ✓ MANUAL OF INSTRUCTIONS FOR SURVEYS AND INVESTIGATIONS, dated January 5, 1951, by E. J. White, Chief, Branch of Surveys and Investigations, Engineering Division.
- see 14*
No. 8. ✓ Subsequent manuals shall be numbered consecutively beginning with

A. F. Ghigliione
A. F. Ghigliione
Commissioner of
Roads for Alaska

Attachment

Interior-ARC-Juneau, Alaska

UNITED STATES
DEPARTMENT OF THE INTERIOR
Alaska Road Commission
Juneau, Alaska

MANUAL NO. _____

(Title)

(Date)

Prepared Under Direction of:

(Name)

(Title)

(Org.)

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UNITED STATES
DEPARTMENT OF THE INTERIOR
ALASKA ROAD COMMISSION
Juneau, Alaska

June 13, 1951

A.R.C. ORDER NO. 47

SUBJECT: Manuals

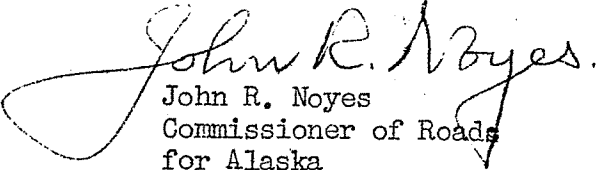
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- No. 4 SAFETY MANUAL, dated March, 1951, by Harry R. Bates, Safety Engineer, Engineering Division.
- No. 5 CONTRACTS ADMINISTRATION - OUTLINE GUIDE FOR DISTRICT AND RESIDENT ENGINEERS, dated April 24, 1951, by J. I. Noble, Chief, Contracts Branch, Operations Division.

Manuals issued subsequent to this date shall be numbered consecutively, beginning with No. 6.

Attachment


John R. Noyes
Commissioner of Roads
for Alaska

Interior - ARC - Juneau

UNITED STATES
DEPARTMENT OF THE INTERIOR
Alaska Road Commission
Juneau, Alaska

MANUAL NO. _____

(Title)

(Date)

Prepared Under Direction of:

(Name)

(Title)

(Org.)