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COMMISSION MEMORANDA

ALASKA ROAD COMMISSION

December 30, 1955

To : All Installations of the Alaska Road Commission  
 From : A. F. Ghiglione, Commissioner of Roads for Alaska,  
 Alaska Road Commission, Juneau, Alaska  
 Subject: ARC Orders and ARC Memoranda

As a result of a recent review of existing ARC Orders and ARC Memoranda the following such orders and memoranda, together with any amendments and supplements thereto, are hereby revoked, because of other coverage, accepted operational procedure or obsolescence, and will be removed from all books of record:

*These not checked are missing in ARC Orders binder 1/9/56 zlls*

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(ARC Orders Nos. 2, 8, 13, 29, 34, 38, 43, 44 and 62 have been previously revoked.)

ARC MEMORANDA

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(ARC Memoranda Nos. 1 and 108 have been previously revoked.)

ARC Orders and ARC Memoranda not included in the above tabulations are being studied further for inclusion in operating manuals or possible consolidation and revision.

*A. F. Ghiglione*  
 A. F. Ghiglione  
 Commissioner of Roads  
 for Alaska

Distribution A

Interior - ARC - Juneau

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
ALASKA ROAD COMMISSION  
JUNEAU, ALASKA

*Covering memorandum  
No 126 - Revised*

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Situation reports	ARC Memo 93
Preparation of "Monthly Report of Costs to Government"	ARC Memo 97
Injury reports	ARC Memo 41 Rev.
Annual report of retirement deductions, and quarterly and annual report of individual earnings	ARC Memo 135
Form R-273 (report of shipment without inspection)	ARC Order 25

## REQUISITIONS (See also Field Manual No. 10)

Form R-273 (report of shipment without inspection)	ARC Order 25
Procedure for handling requisitions	ARC Memo 39
Preparation of requisitions	ARC Memo 54
Requisitions (signature of Dist. Engr.)	ARC Memo 65
Change in organization of Juneau Office (final approval of Chief Engineer)	ARC Memo 70

## REQUISITIONS (Cont.)

Timing of orders and segregation of requisitions	ARC Memo 73
Shipping instructions	ARC Memo 94

## RIGHTS-OF-WAY

Designation for acquisition of rights-of-way	ARC Memo 78
Regulations governing erection of signs	ARC Order 7
Installation and maintenance of overhead utility lines	ARC Memo 137

## ROADS

Road standards	ARC Memo 2 Rev.
Reclassification of through route	ARC Memo 43
Classification of roads and highways (revoked by ARC Order 40)	ARC Order 34
Numbering system for Alaska roads	ARC Order 40 & Supps.
Policy regarding abandonment of roads	ARC Memo 86
Roadside camp grounds	ARC Memo 47
Instructions for handling restrictions of traffic during spring break-up, 1950	ARC Memo 62
Designation of section of Glenn Highway for paving	ARC Memo 101
Asphalt paving for individuals	ARC Memo 30
Overhead utility lines across and along roads and highways	ARC Memo 137
Tetlin Junction-Eagle road designated Taylor Highway	ARC Memo 102
Paxson-McKinley Park road designated Denali Highway	ARC Memo 102-1
Cordova-Richardson Highway road designated Copper River Highway	ARC Memo 102-2
Extending name "Glenn Highway" to present Tok Cutoff	ARC Order 48

## SAFETY

Injury reports	ARC Memo 41 Rev.
Submission of Compensation Commission forms (revoked by ARC Memo 41 Rev.)	ARC Memo 41
Responsibility for safety and accident prevention and reports (revoked by ARC Order 71)	Office Memo 17
Definitions of responsibilities for safety and accident prevention	ARC Order 71

## SAFETY (Cont.)

Appointment of safety engineer	ARC Memo 11
Safety Competition (revoked by ARC Memo 60)	ARC Memo 23
Safety Competition	ARC Memo 60

## SECURITY

Security treatment of classified correspondence and records	ARC Order 31
Documents Protection Committee	Office Order 16
Treatment of Classified Material	Office Order 15
Designation of Security Officers	ARC Order 31-1

## SERVICES

Supplies and services to other agencies	ARC Order 26
Snow removal for private persons and firms	ARC Order 37-6

## SIGNS

Erection of speed control signs	ARC Memo 85
Regulations governing erection of advertising signs on rights-of-way	ARC Order 7 Rev.
Warning signs	ARC Memo 21
Colors - road signs, identification signs and depot signs	ARC Memo 28
Central sign shop	ARC Memo 46
Responsibility for road signs	ARC Memo 90

## SNOW REMOVAL

Reimbursable work (snow removal for private access roads)	ARC Memo 37-6
Snow removal	ARC Memo 44

## SUBSISTENCE

Vouchering subsistence furnished ARC personnel by construction contractors	ARC Order 32
Meals and lodging furnished employee in travel status (revoked)	Office Memo 19
Meals in camps and contract roadhouses	ARC Order 8, 8-1
Computation of deductions for meals and lodgings (revoked by ARC Order 62)	ARC Order 29

## SUBSISTENCE (Cont.)

Meals and lodgings	ARC Order 62 Rev.
Deductions (wage board employees)	ARC Order 20
Collection for meals and services (revoked by ARC Order 62)	ARC Memo 53

## SUPPLIES

Form R-273 (report of shipment without inspection)	ARC Order 25
Standard operating procedures; local purchases	Office Memo 21
Procurement	Office Memo 10
Supplies and services to other agencies	ARC Order 26
Paper requirements for highway design	ARC Memo 68
Voucher audit - standard parts price	ARC Order 16 & Supps.

## SURVEY

Farm road surveys	ARC Memo 130
Instructions to survey parties on pioneer location	ARC Memo 14
Reconstruction location surveys	ARC Memo 15
Construction engineering	ARC Memo 16 Rev.
Standardizing field information on surveys	ARC Memo 38
Boards of survey (obsolete)	ARC Order 30
Additional functions of Survey and Investigation Section	ARC Order 21

## TAXES

Withholding tax on employees	ARC Memo 121
Withholding Territorial income tax	ARC Order 69
Increase in gross income exemption	ARC Order 120

## TELEPHONE

Long distance telephone calls	Office Memo 11
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## TELEGRAMS

Assignment of message precedence	ARC Memo 110
Preparation of official telegrams	ARC Memo 123, 123-1



## TEST DATA

Materials originating within continental  
United States

ARC Memo 98

## TRAINING

Training of subordinates

ARC Memo 32

## TRANSPORTATION

Transportation of employees, their dependents and household effects (revoked by ARC Order 70)

ARC Order 44

Policy applying to authorization (revoked by ARC Order 44)

ARC Order 13

Dependents and household goods, transportation of, upon recruitment

ARC Memo 26

Travel orders - new employees

ARC Memo 74

Emergency evacuation

ARC Order 46

Employment, separation and terminal leave payments - classified employees recruited from the U.S.

ARC Order 70 Rev.

## TRANSPORTATION REQUESTS

Preparation of transportation requests

ARC Memo 106

Bills of lading and transportation request procedure

ARC Memo 69

Travel orders - new employees

ARC Memo 74

## TRAVEL

Travel time - annual and sick leave Act of 1951

ARC Memo 112 Rev.

Travel to interior via Haines

Office Order 9

Reimbursement

ARC Order 18

Travel (transportation of non-official passengers in government cars)

ARC Order 41

Time reports when away from Juneau office (revoked by ARC Order 18)

Office Memo 6

Duty on Saturday (revoked)

Office Memo 7, 16

ARC-Northwest Highway System agreement

ARC Memo 80

" " " " (termination)

ARC Memo 80-1

Travel of classified employees

ARC Order 38 Rev.

Regulations for Juneau office personnel

ARC Memo 17

## TRAVEL (Cont.)

Sec. 104, Interior Dept. Approp. Act, 1950 (attendance at conferences)	ARC Memo 57
Amendments to standard Govt. Travel Regs. Standardized Govt. Travel Regs. (round- trip tickets)	ARC Memo 75, 119
Delegation of authority to approve travel orders (revoked by ARC Order 18)	ARC Memo 81
Travel orders - new employees	ARC Order 17
Equipment and use of transient quarters (revoked by ARC Order 62)	ARC Memo 74
	ARC Order 43

## VEHICLES

Use of official vehicles (between domiciles and job)	ARC Order 24 Rev.
Equipment rental list	ARC Memo 4
Color standards	ARC Memo 28
Painting vehicles	ARC Memo 17
Travel regulations for Juneau office personnel	ARC Memo 74
Travel (transportation of non-official passengers in government cars)	ARC Order 41

## VOUCHERS (See B & F Letter No. 51, 12/3/51 and Circular Memo, 12/27/51 re use of Schedule Form I-1017)

Per diem vouchers	ARC Order 18, 38
Vouchering subsistence furnished ARC personnel by construction contractors	ARC Order 32
Voucher audit - standard parts price	ARC Order 16 & Supps.
Use of order forms No. 93	ARC Memo 34

## WAGE BOARD

Employment and leave procedure	ARC Order 57
Establishment of Wage Board	Office Order 1
Form letter to applicants	ARC Memo 111
Wage rates	ARC Order 20 Rev.

## WAR MEMORIAL

ARC Memo 18

## WORK WEEK

Regularly scheduled work weeks	ARC Order 60 Rev. & Supps.
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October 28, 1953