

ALASKA ROAD COMMISSION
Juneau, Alaska

February 9, 1951

A.R.C. MEMORANDUM NO. 93, Supplement No. 1

SUBJECT: Situation Reports

For your information and guidance there is set forth an outline of the 4 week report that we are required to submit to the Office of Territories.

INTRODUCTION

Report matters or developments of an unusual character or worthy of special attention.

SURVEYS AND PLANS

Report individually each location or relocation survey, the total miles of located line to date, separate mileage of alternate located lines, the number of men employed as of the close of the period and comments as to progress and other items of interest. Similar information is to be given in regard to office work on plans, specifications and estimates during the period of design.

CONSTRUCTION

By Contract:

A separate report is required for each contract giving the percent of completion, comments on the work and the number of Government employees engaged on the work at the end of the reporting period.

By Force Account:

A separate report is required for each individually programmed force account construction project covering miles (a) cleared and grubbed, (b) graded, (c) gravel surfaced or (d) crushed gravel surfaced whichever the case may be; comments on the work and the number of men employed at the close of the period should be included. Note that clearing and grubbing is but one item and this also includes any necessary stripping. In effect, we are reporting the number of miles ready for grading operations.

RECONSTRUCTION

Most of our road work contracts are really reconstruction but they are not reported under this heading. This covers only reconstruction by force account and reports must show relocated mileage as for new construction and separate mileage for regrading and resurfacing of the

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existing roadway. Comments on progress and any developments of interest are included and the number of employees at the end of the period are shown.

FARM AND INDUSTRIAL

Farm roads are reported to Washington as consolidated mileage (a) cleared and grubbed, (b) graded, (c) gravel surfaced or (d) crushed gravel surfaced; also comments and the number of men employed are made. However, this office is now undertaking to maintain an accurate, current tabulation of mileage of each individual route. For this reason it is desired that the District reports show the mileage of work accomplished on each individual road and identify the road by name and by the new route number, using only the one number to the right of the decimal to indicate the local road or group of locals to which the road belongs.

In reporting increments of mileage constructed on a given road during the reporting period the greatest care must be taken to make sure that the accumulated total of all construction reported on that road is in agreement with the actual total constructed length of the road.

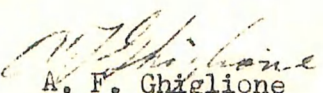
MAINTENANCE AND GENERAL

Under this heading is reported maintenance activities throughout the Territory with special emphasis this winter on the Thompson Pass work because the Director is following that work very closely. Also a general discussion is given of noteworthy conditions, operations or events not covered previously in the report.

ADMINISTRATION

Under this heading are discussed administrative matters of interest to the Office of Territories including reports of personnel and finances.

The above outlines what we must report and our reports are necessarily based largely upon reports received from the several districts. In effect our reports are our advertising medium or sales representative in Washington circles. It is desired to place emphasis on accomplishment, whereas the usual engineer's attitude is to accept accomplishment as normal and therefore unworthy of note, so he is inclined to place emphasis on adverse conditions and disappointments. With our advertising objective in mind it is requested that the District Engineers carefully analyze the above outline and strive to furnish reports that will fully assist Headquarters. If adverse conditions and disappointments must be reported, let the report also contain a recital of what is being done about it.


A. F. Ghiglione
Chief Engineer

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DEPARTMENT OF THE INTERIOR
ALASKA ROAD COMMISSION
Juneau, Alaska

January 19, 1951

A.R.C. MEMORANDUM No. 93

SUBJECT: Situation Reports

Effective immediately, monthly situation reports submitted to the Headquarters, Alaska Road Commission, by the Districts will become four-week situation reports. The first four-week report will be submitted for the period ending January 28, 1951. The District situation reports will be transmitted in triplicate to the Headquarters, Alaska Road Commission, promptly and in all cases so as to reach the Headquarters, Alaska Road Commission, not more than one week after the date of the report.

The Headquarters, Alaska Road Commission, submits a situation report to the Office of Territories in Washington. Effective immediately, this report will also be a four-week report. The four-week report from the Headquarters, Alaska Road Commission, will be prepared one week after the end of each four-week period and will be submitted to Washington not later than one week after that.

All situation reports will describe briefly the salient features of work on each project in the Districts. Projects may be grouped for report purposes consistent with allotments and work orders; in other words, an entire system may be reported as a single item in the situation report.

Care will be taken that situation reports are complete without being too detailed, though a tabulation of actual quantity accomplishments must be included. Narrative style will be used so as to present most understandably the salient features.

A. F. Ghiglione
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Chief Engineer

Also a Supplement 1

of 1/19/51