

### DEPUTY COMMISSIONER RETIRES

Herbert S. Fairbank, Deputy Commissioner for Research, retired April 30. Mr. Fairbank came to Public Roads in November 1910 as a civil engineer student. With approximately 45 years of Federal employment, he was one of the oldest employees of the Bureau in point of service.



H. S. Fairbank

Mr. Fairbank is a native of Baltimore, Maryland. He graduated from Cornell University in 1910 and apart from a few months employment after graduation with the Bureau of Mines and service as a commissioned officer in World War I, his entire professional career was with Public Roads. His long and distinguished service was characterized by single-minded devotion to the public interest. His efforts centered on the economic and physical research necessary to sound highway planning and convincing exposition of the facts developed.

Between 1910 and 1920 he was engaged in the construction of object-lesson roads, toured the country on good roads trains dem-

onstrating the benefits of road improvement, and conducted research on methods of construction. Beginning in 1920 he was placed in charge of all publications of the Bureau and for a number of years was editor of the magazine PUBLIC ROADS.

In 1926 he was made chairman of the Research Committee of the Bureau and since that time he was actively concerned with the planning of research projects and the reporting of the results.

In 1935 and following years, he directed the development of methods of making highway planning studies and supervised the launching of surveys in cooperation with State highway departments.

Every major report issued or participated in by the Bureau for many years back bears the imprint of his unusual capacity to assemble and interpret the basic facts which govern highway progress and development. The end product, sound highway programs presented to the public in understandable form, has left its impact in every State.

As head of the Bureau's research since 1943, Mr. Fairbank pointed this work toward the solution of major highway problems. The far-reaching results are reflected in many improvements in construction methods, new approaches in analyzing traffic, particularly those of metropolitan areas, and a broader outlook on the entire highway network and the improvement needs of each part.

In 1949, Mr. Fairbank received the George S. Bartlett Award for outstanding contributions to highway progress—considered to be the highest honor in the highway field. He received the Department's Exceptional Service Award in 1950, and in 1953 he was presented the annual Roy W. Crum Award for outstanding achievement in the field of highway research.

Mr. Fairbank was a delegate to the International Road Congress

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### Isolated Areas Linked

Arkansas District Engineer Oliver recently observed an eye-opening demonstration of the impact that a relatively minor highway improvement can have on a local community. In company with Highway Department officials, he attended the opening of a Federal-aid primary project which linked with a six-car ferry two east Arkansas areas heretofore isolated from each other by a long stretch of swamp and the unbridged White River. On that day several hundred residents of the surrounding communities considered the ferry opening of sufficient importance to warrant a trip to the celebration. In this time of need for multi-lane highways and multi-billion dollar expenditures, we sometimes lose sight of the values gained from the most modest highway improvements.

### New Assignments

EDWIN H. ALLEN and HORACE D. ALLEN joined the engineering staff of Division 15 during February. They were assigned to offices in Florence, Ala., and Eupora, Miss., respectively.

CHARLES K. BARNES, DANA P. CROCKFORD, BASTIAAN DEGRAAF, Jr., and CHARLES A. REYNOLDS, engineering aids, were assigned recently to the Bar Harbor District of Division 15.

R. TILMAN COLE and WILLIAM M. HOUSER recently joined the engineering force of the Gatlinburg District of Division 15.

E. H. COWAN, formerly in the Alaska and Wyoming District Offices, was recently assigned to the Oregon District.

FREDERICK W. CRON, District Engineer of the Gatlinburg, Tenn., office will be working with Minnesota State Highway officials during April and May on plans for the Mississippi River Parkway (Great River Road).

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## NEW DEPUTY COMMISSIONER

Following the retirement of H. S. Fairbank, Edward H. (Ted) Holmes became the new Deputy Commissioner for the Division of Research. Stedman T. Hitchcock, who has held the position of Assistant Branch Chief of the Highway Transport Research Branch, became Acting Branch Chief effective the same date.

Both men have spent their entire professional careers with our organization. Mr. Holmes came to the Bureau in 1928 as a junior engineer after graduating from the Massachusetts Institute of Technology. Soon after joining he was granted a year's leave of absence to complete a course in Traffic Engineering at the Harvard School of Street Traffic Research.

Upon his return to Public Roads he initiated and directed traffic capacity studies which have been one of the major responsibilities of his career. He became Chief of

the Highway Transport Research Branch in 1945. Mr. Holmes, a native of Massachusetts, is a member of the Institute of Traffic Engineering, and has served as a board member of the National Federation of Federal Employees.

Mr. Hitchcock, whose home State is Connecticut, also came to Public Roads as a junior engineer after graduating from Yale University in 1929. During his first 6 years with the Bureau he was employed on production cost studies and field testing. In 1935 he became one of the original group of employees responsible for the development of the highway planning survey programs.

Out of a total of 59 persons assigned in 1935 to highway planning survey studies in the Washington Office, only 7 of the original group are still engaged in this work besides Messrs. Holmes and Hitchcock.

and to enforce allocation standards. To make this determination the Commission representatives select a number of positions for auditing.

### Hints to Employees

The employees whose positions are selected are responsible for giving the Commission's representative a clear, complete, and accurate picture of what he does, how he does it, and what makes it difficult, responsible, or important. This audit is one time when modesty is not a virtue. Simply answering the interviewer's questions is not always enough. If, for example, a clerk-typist is asked whether she types material in tabular form, it is insufficient to say yes. She should go further and explain her responsibilities, if any, for designing the format of the table, checking for accuracy, selection of abbreviations, and using her judgment.

In higher level jobs stating responsibility for a program is not enough. The scope of the program should be outlined as well as the extent of responsibility for the program and the problems encountered.

Do not wait for the Commission representative to ask you about any duty or responsibility. Take the initiative and tell him about it. Certain responsibilities may be so new the auditor does not know about them because they have not been documented or he may have overlooked them in your description. Be prepared to show the representative examples of your work and to cite specific cases or problems which point up the difficulty of your work. If you are still relatively new on the job do not hesitate to say so and ask your supervisor to sit in on the audit.

Do not be upset because your position has been selected for review. Remember, under normal circumstances, it was evaluated by a qualified technician within the Bureau. If the same facts are present the chances are excellent that the Commission representative will concur in the Bureau's evaluation.

### Action Taken

Finally, where there is an adverse finding by the Civil Service Commission such cases receive careful review and analysis by the Personnel and Training Office in Washington. Any of the Commission's findings which lack validity or appear improper will be contested by the Bureau. Where the Commission has a sound basis for

recommending a down-grading, it is the Bureau's policy that every effort be made to strengthen the position or to effect a reassignment which will prevent down-grading.

Above all, be helpful, cooperative, and friendly. Remember that the Commission's primary objective is to help the agencies do a better job. We have found that the Commission will meet us more than half-way in making necessary adjustments and resolving difficult problems to everyone's satisfaction.

### Position Descriptions

It is the responsibility of each employee to keep his position description (SF-75) up to date. This responsibility is important in view of the periodic position audits conducted by both Public Roads and the Civil Service Commission, usually with only 3 or 4 weeks of prior notice.

Position descriptions should be prepared in accordance with instructions given in SF-75A (Guides for Preparing a Position Description), the form specified by Civil Service Commission. Experience has shown that use of this format results in improved position descriptions.

The following suggestions will serve as useful guides:

1. Position descriptions should be concise, factual statements of duties and responsibilities. Try to strike a happy medium between lengthy, repetitious descriptions and those which are so brief that they omit necessary information.

2. Simple language should be used in stating duties and responsibilities. Do not use stock phrases from allocation standards or other positions—classifiers may question the validity of such phrases and request further information. Wherever possible give examples of work or problems encountered. Organizational sketches, letters of authority, and samples of work should be attached as supplemental material—they should not be included in the body of the description.

3. The position description should be prepared by the occupant of the position where possible. When the position is vacant the supervisor should ordinarily write the description, or this may be done by the Personnel and Training Office in consultation with the supervisor.

4. The position description should be so clearly prepared that differences of opinion in classifying the job, if any, are confined to evaluation.

Remember that position descriptions are official documents which, in addition to being utilized for pay purposes, are also the basic documents used in establishing competitive levels which delineate areas of competition for reduction in force. They also are utilized for determining lines of promotion and other career criteria.

### N. F. F. E. Meetings

Employee representatives of the National Federation of Federal Employees are now meeting each month with the Director of Personnel for the Department of Commerce to consider matters of mutual interest. These sessions, held only infrequently in the past, were put on a regular schedule at the suggestion of former Assistant Secretary James C. Worthy, who participated in the December conference. Bureau employees are represented by Charles W. Prisk, president of the Public Roads branch of the National Federation of Federal Employees.

### Incentive Awards Program

At the most recent meeting of the N.F.F.E., the opportunities presented by the new Government Employee's Incentive Awards Act, passed during the last session of Congress, were discussed at some length. The legislative changes provide for a considerably more liberal and flexible awards program than was formerly possible. The basic objectives are to encourage employees to participate in effecting improvements and economies in the Government and to recognize employees who render special acts or services in the public interest. The Department may grant awards from \$10 to \$5,000 and, with the approval of the Civil Service Commission, awards up to \$25,000 may be authorized.

All employees of the Government are eligible to receive awards. Awards may be granted to individuals or groups for contributions which are either outside job responsibilities or within job responsibilities but so superior as to warrant special recognition.

In general, consideration will be given to awards for contributions which will result in, or are characterized by, such things as: conservation of manpower, material, time or space; elimination of unnecessary processes or improvement of existing methods; improvement of conditions affecting safety, morale and health; elimination of excess, or improvement of existing, tooling or equipment; improvement of quality of work or service; an

in action, which when adopted, proves to be of value; exemplary performance of assigned tasks whereby previously unattained records of production are achieved; sustained superior performance over a period of 6 months that merits recognition; performance that has involved overcoming unusual difficulties; exemplary or courageous handling of an emergency situation in connection with or related to official employment; and creative efforts that make important contributions to science or research.

### Suggestion Awards

Recent statistics on suggestion awards compiled by the Civil Service Commission indicate that the record of the Department of Commerce, compared with other Federal agencies and industry, leaves much room for improvement. Employees at all levels are urged to participate in this program.

Suggestion awards were made recently to the following Bureau employees:

RUFE U. POPEJOY, fiscal auditor in the Division 6 Office at Fort Worth, for his suggestion that the States be permitted to claim construction engineering and inspection costs on the basis of an approved percentage of the participating construction cost.

Mrs. ANNA M. NESBITT, clerk-stenographer in the Connecticut District Office, for her suggestion to eliminate detailed project data in the reconciliation of fiscal records where balances are in agreement.

Miss ETHEL I. INGRAM, secretary in the Washington Office, for her suggestion that letter-size envelopes without the penalty indicia be provided bearing the Bureau's return address only.

The Department of Commerce quarterly suggestion award contest will continue indefinitely. Any suggestion adopted during any one quarter, regardless of the quarter in which submitted, is eligible for entry in the contest. Prizes are in addition to original award amounts.

Winners in the contest for the third quarter were as follows:

First prize.—Mrs. Margaret L. Towner, Patent Office, received \$75 for the suggestion that individuals requiring receipts for instruments sent to the Patent Office furnish self-addressed, stamped postal cards for such receipts.

Second prize.—Nathaniel Stratford, U. S. Coast and Geodetic Survey, received \$50 for the sug-

## CIVIL SERVICE COMMISSION INSPECTIONS

The Civil Service Commission has just completed its second inspection of the Washington Office so it is timely to give District and Division Offices some information about the Commission's inspection program. (Note to Washington employees: Tentative CSC report on classification audits—very good.)

Some field offices have already been inspected at least once by the Civil Service Commission. However, this inspection is a continuing program and we hope that everyone will derive some benefit from the following information.

### Commission's Program

The Civil Service Commission initially conducted separate personnel program inspections and position classification audits. At the present time most Civil Service Regions have merged these two programs. The Commission plans for all regional offices to make combined personnel inspection and classification audits by the beginning of the next fiscal year.

### Procedure

In making these inspections the Commission representatives audit a selected sample of personnel folders to determine compliance with rules and regulations relating to appointments, veteran's preference, promotions, reduction-in-force, separations, and other actions; interview personnel responsible

for developing and administering the various personnel programs; discuss the duties and responsibilities of a small number of positions selected at random with incumbents and their supervisor. The Commission representatives also select a few employees and supervisors, not connected with staff or personnel work, for the purpose of obtaining their reaction to personnel operations. The Civil Service Commission gives all agencies advance notice of the impending inspection so that employees can be notified.

Because the Commission's inspection program is relatively new, standardization across regional lines is the exception rather than the rule. Our experience to date has brought out marked differences in the way the various Commission offices have conducted personnel program inspections and classification post-audits in the various Districts and Divisions.

We can, however, give you the following information and advice of a general nature which, if followed, will contribute to the success of our own program and that of the Civil Service Commission.

The Commission has statutory authority under the Classification Act of 1949 to conduct post-audit surveys of agency classification activities for the purpose of determining compliance with the act



gestion relating to the use of adjustable templates to accommodate the frequent changes in the scale of photography.

Third prize.—John A. Beall, Sr., Census Bureau, was awarded \$25 for the suggestion that the present motor reduction gear unit of the census unit-count machine be modified.

Length-of-Service Awards

In addition to the eleven 40-year and one 50-year length-of-service awards made on February 23, emblems have recently been distributed to 290 Public Roads employees for 10, 20, and 30 years of service.

	10-year award	20-year award	30-year award
Men....	98	93	25
Women..	44	25	5
Total	142	118	30

Retirements

Mrs. HILDA WALKER BOICE, Office of the Solicitor, retired from Public Roads during February after more than 37 years of Government service. Mrs. Boice, a native of Prince Georges County, Md., began her service in 1917 with the Department of Agriculture, Bureau of Entomology. She transferred to Public Roads, Legal Division, in 1922, and has served there during her 32 years with the Bureau.

ROBERT PLATT BOYD, design engineer for Division 3, retired from the Bureau in February after 22 years of service.

Mr. Boyd, a native of Montgomery, Ala., has been active in some form of road construction since he received his engineering degree from Alabama Polytechnic Institute in 1906. He was one of the organizers of the American Association of State Highway Officials in 1914. Joining Public Roads in 1933, he was appointed senior highway engineer in the District Office at Fort Worth. He subsequently served as senior engineer in Tennessee before becoming assistant to the Division Engineer in Atlanta. Mr. Boyd received the Meritorious Service Award from the Department of Commerce in 1952.

ROBERT L. DEVEREAUX retired from Public Roads on February 28 after completing more than 35 years of service with the Bureau, the last 20 of which were in Division 4.

Mr. Devereaux received his engineering degree at Pennsylvania State College in 1910. He served two years in the U. S. Army during World War I as an infantry officer. After a period of service in active combat, he attended a four months' course in roads and bridges at the University of Toulouse in France.

Mr. Devereaux has accepted an appointment as Commissioner of Public Works in Flossmoor, Ill.

EDWARD C. MILLNER, employed in the Physical Research Branch of the Bureau for more than 30 years, retired in March. Mr. and Mrs. Millner will reside on a small farm near Berkeley Springs, West Va.

FRANK A. NICHOLS, Chief of the Federal Projects Branch, retired in February after nearly 36 years of service with Public Roads.

Mr. Nichols, a native of Baltimore, Md., received his engineering degree from George Washington University. He was employed by the Maryland State Roads Commission before joining the Bureau in 1920. From 1935 until his retirement he served in the position last held. Mr. Nichols was an ensign in U. S. Naval Aviation during World War I.

Mrs. KATIE GRIFFITH SHEDD retired April 30 after 40 years of Federal Service, 39 of which were with Public Roads. Mrs. Shedd came to the Bureau in the year that the first Federal-aid Highway Act was enacted, and served our organization longer than any other woman. She was Administrative Assistant to Deputy Commissioner Fairbank at the time of her retirement and had been his secretary since 1919.

Mrs. Shedd is from southern Maryland and is a graduate of Western Maryland College.

Resignations and Transfers

FREDERICK B. FRANKLIN, clerk in the Atlanta Division Office, transferred to the Public Housing Administration in Atlanta during February.

DONALD G. HARTOG, bridge engineer in the Washington Office, resigned in February. He has accepted a position with a private firm in New York City.

R. S. MCDONALD, an employee of the Wisconsin District Office for the past 6 years, transferred to the U. S. Forest Service at Rhineland, Wis. His new duties involve design work for the Great Lakes Region of the Forest Service.

C. V. SMITH, engineer for the Massachusetts District Office, resigned in March to accept the position of assistant construction engineer for the Massachusetts Turnpike Authority. During his 22

years with Public Roads, Mr. Smith's duties included assignments in Alaska, Bolivia, Puerto Rico, and the Virgin Islands.

HARRY SUBKOWSKY, assistant bridge engineer for the New York District Office since 1949, resigned in March to accept a position with the New York State Department of Public Works.

W. GORDON WEBNER, Highway Transport Research Branch (Wash., D.C.), transferred recently to the Division of Traffic Management, G.S.A.

Mrs. PEARL KOONTZ, secretary for the Research Reports Branch, resigned in February to assume the duties of housewife. Mrs. Koontz had been with the Bureau since 1947.

Former Employees

At least six former Public Roads employees reside in Oklahoma City where they are regarded by the Oklahoma District Office personnel as part of the "family."

WALTER J. (Pop) ARNOLD, retired, was reported in a recent issue of THE NEWS. GOMER W. BITTLE, JOHN F. RIGHTMIRE, and H. CLAY HUGHES are employed by the Oklahoma Department of Highways. Mr. Bittle has the position of Chief Engineer. DAVID W. BARDWELL is employed by a national firm of accountants, and Mrs. BETTY P. BLACK is carrying on the duties of housewife.

FRANK V. GINGELL, who retired from the Washington Office last June, suffered a heart attack recently. Mrs. Gingell reports that he is convalescing at their home in Fair Haven, Md.

Foreign Assignment

JOSEPH RAEI, assistant to the Chief of the Audits and Accounts Branch, left Washington on April 1 for a 2-month assignment in Central America. Mr. Rael will assist our offices on work relating to fiscal matters. In the course of his duties, he will visit Costa Rica, El Salvador, Guatemala, Nicaragua, and Panama.

Highway Projects Visited

RAYMOND ARCHIBALD, Division Engineer, spent several days during March inspecting Hawaiian highway projects with District Engineer FRANK R. CARLSON. During their inspection of projects on the Island of Hawaii, the Kilauea volcano rift, with typical Island hospitality, put on one of its best displays and Mr. Archibald said that they were able to get within 500 feet of one of nature's spectacular construction efforts.



Personnel participating in the Conference for Administrative Officers: bottom row (left to right)—R. W. Kruser, Wash., D.C.; J. C. Allen, Wash., D. C.; Mrs. Frances Ball, Div. 2; Commissioner Curtiss; Miss Gwendolyn Couch, Tex. Dist.; E. J. Martin, Wash., D. C.; F. P. Alexander, Wash., D. C. Second row—M. L. Anderson, Div. 9; C. W. Riesley and H. A. Liebert, Div. 15; H. F. Jarvis, N. Y. Dist.; R. C. Luckow, Div. 8; J. M. Sowers, Ariz. Dist.; A. L. Shaver, Div. 3. Third row—A. J. Isaacson, Div. 5; O. F. Nelson, Div. 2; R. F. Benward, Ind. Dist.; R. S. Marcey, Ill. Dist.; H. O. Rufenacht, Nebr. Dist.; Robley Winfrey, Wash., D. C. Top row—J. T. Little, Ga. Dist.; C. F. Kearney, Idaho Dist.; S. S. Moore, Utah Dist.; S. C. Moore, Div. 7; C. N. Ware, Div. 6; N. R. Ellis, Pa. Dist.; and O. Lask, Div. 1.

The first general conference for Administrative Officers, patterned after training programs for engineering personnel, was held in Washington, Feb. 14-18. Division Administrative Officers and one District Administrative Officer from each Division attended the

conference. Subjects presented included: Equipment, Procurement and Traffic, Office Services, Program Analysis, Audits and Accounts, Budget and Management, Personnel, and Training.

The objective of the conference was to achieve, through interchange

of ideas and mutual problems, uniformity of understanding in the interpretation and application of laws, regulations, and procedures affecting administrative management.

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Personals

ROBERT E. CODDING, transportation economist for the Financial and Administrative Research Branch, and HELEN GULICK, an employee of the Naval Research Laboratory, were married on February 21.

ANNE CUNNINGHAM, Financial and Administrative Branch, presented several Spanish dances for the Congressional Women's Club on March 24. Miss Cunningham's most recent appearances include the Pan American Union, the Arts Club of Washington, the Club de las Americas, and Piérce Hall. Miss Cunningham, who dances under the name of Anita Fuentes, is also a member of the Washington Ballet Company.

PRISCILLA FAMOUS, Financial and Administrative Research Branch,

received the degree of Bachelor of Arts in Political Science from George Washington University in February. Miss Famous, an employee of Public Roads since 1946, completed most of her academic work in night school under the GI Bill.

ANN E. HART, Secretary and "The News" reporter for the Wyoming District Office, and part time free-lance writer-photographer, was elected secretary of Wyoming Press Women in January for a 2-year term.

ROBERT D. HUNTER, Maine District Office, has been elected president of the West River Road Volunteer Fire Department in Sidney, Maine.

ALBERT C. SPANN, engineer for the Wyoming District Office and a member of the Cheyenne Toastmasters Club of Toastmasters International, was chosen recently as alternate to

represent the chapter in a regional speech contest. He was also elected vice president of the organization for a 1-year term.

CHESTER C. STALLINGS, planning and programing engineer in the Utah District Office, was elected president of the Ogden Engineers' Club. This club is a local organization devoted to the advancement of the engineering profession.

Proud parents of new offspring are the following:

HERSCHEL BRYANT, Tennessee District Office, a daughter, Jane Ellen, born in March.

L. STERLING HEDGPETH, Construction Branch, a daughter, Astra Denise, born in January.

Mrs. EDNA M. HEADRICK, Illinois District Office, a son, Robert Edward, born in January.



EDWARD D. JOHNSON, Maine District Office, a son, William Robert, born in January.

PAUL J. KLIMINSKI, Division 1 Office, a daughter, Paulette Mary, born in January.

KEITH LAUTENBACH, Division 4 Office, a daughter, Susan Gail, born in January.

JAMES MONTGOMERY, Research Reports Branch, a son, Thomas Merrill, born in March.

CHARLES B. THOMAS, Jr., Florence, Ala., District Office, a daughter, Debroh Lynn, born in March.

GEORGE R. TURNER, Jr., Virginia District Office, a son, George R. III, born in March.

PAUL H. WINCKLER, South Dakota District Office, a son, William Paul, born in January.

Public Roads employees completing short tours of active duty with the armed forces were as follows:

C. H. BUCHANAN, Florence, Ala., District Office, U. S. Naval Station, Davisville, R. I.; Lt. Col. J. S. CORCORAN, Florida District Office, Industrial College of Armed Forces, Tampa, Fla.; Maj. GEORGE GILL, Kentucky District Office, Fort Knox, Ky.; Lt. Comdr. D. C. HARRINGTON, Division 9 Office, U. S. Naval Station, San Diego, Calif.; Lt. Comdr. A. J. MEDFORD, Arizona District Office, U. S. Naval School, Port Hueneme, Calif.; Lt. Col. A. C. TAYLOR, North Dakota District Office, Command and Staff College, Fort Riley, Kans.; Maj. C. W. UTLEY, Vermont District Office, Engineering School, Fort Belvoir, Va.; and Lt. Col. H. G. WALDRON, Nebraska District Office, National Resources Conference, South Bend, Ind.

D. W. GATES, junior engineer in the Montana District Office, was called to active duty with the armed forces following completion of the recent indoctrination course in Washington.

Col. R. C. GLOVER of the Oklahoma District Office attended a reunion of World War II Southwest Pacific Area members of General MacArthur's staff. The General was present at the dinner given at the Waldorf Astoria in New York City.

CLAUDE W. MANATON, junior engineer in the Idaho District Office, entered military service in March and is now stationed at Fort Ord, Calif.

## Obituaries

WILLIAM F. BROCK, engineer for the Tennessee District Office, died on February 7 after an extended illness. Mr. Brock had been with Public Roads for 34 years, of which the last 25 were with the Tennessee

District. In World War I he first joined the Naval Aviation Corps and later transferred to the Corps of Engineers where he served with the rank of major during the remainder of the war.

Mrs. MARGARET H. HENSEY, Illinois District Office, became the mother of a baby daughter who passed away at the age of 2 weeks.

ROY P. KELLEY, engineer for the Michigan District Office, died on January 23 at Ford General Hospital in Detroit at the age of 62.

Mr. Kelley entered Public Roads in 1934 after having served 15 years with the Michigan Highway Department. During his career he served as engineer of road design for the Michigan Highway Department, and subsequently as a construction inspection engineer for the Bureau. When the Michigan District Office was organized, Mr. Kelley was appointed district design engineer, the position he held at the time of his death.

NEAL D. MCDOWELL, District Engineer for Maine since 1952, died suddenly from a heart attack on February 4. He is survived by his wife, his mother, two children, and four grandchildren.

Mr. McDowell's service with Public Roads dates from 1928. Since that time he has served in Vermont, in Alexandria, Va., on the Mount Vernon Memorial Highway, in Washington State, and in Pennsylvania.

He was active in his profession and was keenly interested in civic affairs. Largely through his efforts, the Maine State Highway Commission has authorized \$2,000 a year for each of two graduates of the course in Highway Engineering to continue graduate work leading to a master of science degree.

Charles Treacy, husband of ELIZABETH TREACY, died suddenly on January 10. Mrs. Treacy is a clerk in the Arizona District Office and formerly served in the Division of Research in Washington.

*The Bureau of Public Roads extends its sympathy to the bereaved families.*

## Illnesses and Injuries

Mrs. SHIRLEY BESHGETOORIAN of the Aerial Surveys Section (Wash., D. C.) returned to work following a motorcycle accident which occurred in January. She still has a cast protecting her injured leg but is able to work on a part-time basis.

SHERIDAN E. FARIN, District Engineer for Illinois, underwent surgery during March and is now convalescing at his home. He is expected to be confined for at least a month.

JOHN A. GLOMINSKI, design engineer in the Atlanta Division Of-

fice, has been ill since January. His condition is reported to be much improved and it is expected that he will return to work soon.

Mrs. JULIA F. McDONALD, stenographer in the Division 9 Office, slipped on a waxed hallway floor and fractured her shoulder. The injury will keep Mrs. McDonald from work for about a month.

F. H. MCELFFRESH, planning engineer for Division 9, underwent major surgery in a Denver hospital during February. Mr. McElfresh has now returned to work and is much improved.

S. W. MICKEY, engineer in the Texas District Office, underwent surgery early in March. He is now recuperating at his home and is making excellent progress.

Miss HASKEY SPEIGHT of the Georgia District Office underwent surgery during February, and is now making good progress toward recovery.

Mrs. EMMA L. STARBUCK of the North Dakota District Office has returned to duty after an absence of about 2 months caused by illness.

A. O. STINSON, assistant location and design engineer for Division 9, has been in and out of the hospital for the past several months. An early recovery is hoped for.

JAMES J. THOMPSON, project engineer in the Colorado District Office, underwent major surgery at Denver in February and has not returned to duty.

W. P. WESCH, bridge engineer for the Arizona District Office, is now back at work on a part-time basis after a long recuperation period following a heart illness. He is expecting to be back on full-time soon.

T. P. WESTON, Jr., Chief of Review Section (Wash., D. C.), underwent surgery in January and is now convalescing at his home in Arlington.

A. BERNICE WOOD, clerk-stenographer in the Utah District Office, broke her arm in February while going to work. The injury has now mended and she is back on a full-time basis.

WM. A. WOOD, Forest Highway Section of Division 8, was hospitalized for minor surgery in March.

## Statistics Are Interesting

Highway Statistics is compiled by the Bureau mainly for its own use in studying highway problems. However, the Department of Commerce finds it in such demand by business interests that copies are being sold by its field offices and advertised in a radio spot announcement.

## Professional Activities

E. M. ARNOLD, maintenance engineer for Division 6 and liaison representative for Public Roads with the Denton, Tex., regional office of the Federal Civil Defense Administration, and EDGAR H. SWICK, division programing and planning engineer, attended the civil defense regional conference of Federal agencies held at Dallas, Tex., during March.

HERMAN I. BERG, assistant construction engineer for Division 6, is chairman of the building committee for the Trinity Lutheran Church at Fort Worth, Tex., and is supervising the construction of a new church building estimated to cost \$325,000.

The church is of unusual modernistic architecture and is expected to be featured in an early issue of Life Magazine. Mr. Berg made the survey and topographic map of the site from which the architect drew the design.

## Federal Employment Policy

The President's Committee on Government Employment Policy, established by Executive Order No. 10590 (Jan. 19, 1955), is responsible for implementing the policy which prohibits discrimination against any employee or applicant for employment in the Federal Government because of race, color, religion, or national origin. The January Order supersedes Executive Order No. 9980 (July 26, 1948), and abolishes the Fair Employment Board of the Civil Service Commission.

Each executive department is required to designate an Employment Policy Officer and as many Deputy Employment Policy Officers as are needed to carry out the terms of the order. The position of such officers must be established outside the division handling personnel matters.

The Assistant Secretary of Commerce for Administration is the Employment Policy Officer for the Department, and E. J. Martin, Budget and Management Branch, is Deputy Employment Policy Officer for the Bureau of Public Roads.

Employment policy matters are handled in accordance with the provisions of Department of Commerce Adm. Order No. 202-2 (amended). Further amendments to the Administrative Order are to be accomplished when new regulations are issued by the Civil Service Commission pursuant to Executive Order 10590.

## Delinquent Taxes

Pursuant to the law approved August 16, 1954, approximately 15 notices of levy have been issued recently by the Internal Revenue Service for seizure of salaries of employees of the Department of Commerce to satisfy delinquent income taxes. This harsh result has been necessitated by the employee's repeated failure to liquidate income tax indebtedness. All employees were advised more than 60 days in advance of the date the notice of levy was issued that if they failed to make satisfactory arrangements, such a notice would be issued.

Under administrative regulations of the Department of Commerce, employees who are indebted to the Internal Revenue Service for income taxes may avail themselves of the privilege of having deductions made from their bi-weekly pay to satisfy their indebtedness. Failure to apply a portion of the salary payment to income tax indebtedness, or liquidating it by other arrangements will result in issuance of a notice of levy by the Internal Revenue Service.

Employees desiring to have deductions made from their salaries for the purpose of liquidating income tax indebtedness should consult their payroll office.

## Drivers of Government Vehicles

Employees who operate Government motor vehicles on official business can be sued in accidents involving injury or loss of property. The following facts will assist employees in determining whether or not they should carry insurance to cover their liability in connection with accidents while driving on official business.

The Department of Commerce does not require that employees carry liability insurance as a prerequisite to driving a Government vehicle on official business.

Under the Federal Tort Claim Act, the United States may be sued for injury or loss of property, or personal injury or death caused by negligence or wrongful action or omission of any employee of the Government while acting within the scope of his office or employment. The act does not apply to any claim arising in a foreign country. Furthermore, the act does not relieve the employee of personal liability, nor does it require that the Government, rather than the employee, be sued. Whether the employee or the Government will be

sued is decided by the injured party. Therefore, it is possible and not altogether unlikely, that the employee rather than the Government may be sued in some cases.

## Bridge Foundation Investigation

During the middle of January a bridge foundation investigation was made by Robert Bohman and crew of the Division 9 Materials Section at a proposed bridge site on the Snake River at Menor's Ferry in Jackson Hole, Wyo.

The investigation involved drilling several holes with a core drill to determine the nature of the underlying foundation material. During the work, temperatures frequently dropped to 30 degrees below zero and the depth of snow at the bridge site averaged about 30 inches. A bulldozer and snowplow were necessary to gain access to the work. This work was scheduled for January because there is a minimum water flow at that time. Even so, it was necessary to construct a gravel ramp about 60 feet out into the river to provide a working platform for the core drill. Drilling was difficult since the necessary water lines and pumps tended to freeze, which required extensive use of a heating torch. Strangely, the river water at this point does not freeze because relatively warm springs enter a short distance upstream.

## Specifications

The Specifications and Materials Section (Wash., D.C.) is currently reviewing new issues of the general highway and bridge specifications for 6 States: California, New Mexico, and Oklahoma, for 1954; and Kansas, Ohio, and Connecticut, for 1955. Preliminary specifications for South Carolina, Iowa, and Kentucky have been reviewed in part and commented upon to the extent received. The 1954 books of Oregon, Virginia, and New Hampshire have been approved.

The Section also sent to the field divisions and Washington office branches for comments and suggestions preliminary drafts of a proposed revision of FP-41 covering: Division I—General Requirements and Covenants; Division II—Earthwork; and Division II—Structures.



## DEP. COM. RETIRES—*Con. from p.1*

held in Munich in 1934. In 1949, he served as Vice Chairman of the U.S. Delegation to the United Nations Convention on Road and Motor Transport in Geneva. He was chairman of the Department of Economics, Finance and Administration of the Highway Research Board.

## *Assignments*—*Con. from p.1*

JAMES J. CROWLEY received an appointment in March as highway design engineer for Division 1.

WOODROW W. HOFFMAN, bridge engineer in the Washington Office, recently transferred to Division 15, Arlington, Va.

JACK HUTCHINS, WILLIAM C. PETERSON, and EDWARD C. MORONEY, Jr., have completed their junior engineer training in Division 4. Mr. Hutchins received his training in the Illinois District, and Messrs. Peterson and Moroney in the Wisconsin District. All three junior engineers completed their Division training period with a month's stay in the Division Office and then returned to Washington for the final phase. Mr. Moroney has since been assigned to the Bridge Branch, Washington, D. C.

D. R. JACOBSEN, D. W. KRAUSS, J. G. OHRN, and H. M. SCHMITT, junior engineers, were assigned to the Division Office in Portland, Oreg., following the recent indoctrination course in Washington. Their work will be the forest highway phase of the training program.

HARRY T. JOHNSON, a Bureau employee for the past 21 years, transferred recently from Division 15 to the Division Office at Denver.

BLANCHE L. JOHNSTON and CHARLES G. MOORE have returned to duty at the Wisconsin District Office after extended leaves of absence. Mr. Moore spent much of his leave in the South because of ill health.

EDWARD W. LEE, Jr., formerly with the Veterans Administration, is now an employee of the Atlanta Division Office.

JOHN S. LOGAN, Jr., returned to the Oklahoma District Office after an absence of more than a year.

E. O. MONTGOMERY, former fiscal clerk in the New Mexico District Office, transferred to the Illinois District as administrative manager.

WILLIAM I. REAMS of the Gatlinburg District of Division 15 is on temporary duty in the St. Paul District Office (Div. 15) while Joe L. Agnew is recuperating from a heart attack.

HARRIS SOLMAN was appointed division bridge engineer for Division 1 during March.

FRED C. SOLTERO, junior engineer, reported to the Georgia District Office for a 3 months' assignment.

MILTON J. STOREY, GEORGE S. LAMON, and D. H. TIPTON recently joined the engineering force of Division 15 and were assigned to the Arlington, Va., District Office. FORREST W. TRIPLETT also came into the same office by transfer from the Department of the Army.

I. JAMES ULAK, in addition to his duties as Illinois district bridge engineer, is now responsible for Federal-aid work in the Chicago metropolitan area. WARREN A. FRICK will assist him in the work.

O. D. VAN BUSKIRK, Jr., was made area engineer, Area No. 1, in New Mexico, replacing D. L. Leisher who was designated assistant design and materials engineer.

DANIEL WATT, formerly with the Texas District Office, reported to the Louisiana District for the highway programing and planning phase of the training program. Mr. Watt plans to spend much of his time with the Highway Traffic and Planning Section of the Louisiana Department of Highways.

WILLIAM H. WHITE and MILTON P. CRISWELL, junior engineers, were assigned to the Atlanta Division Office in February for Federal-aid training.

ROBERT G. S. YOUNG, junior engineer, completed his Federal-aid training in Division 6 and reported to the Washington Office for the final phase of the course.

LEONARD ZACIEWSKI, formerly of the Department of Commerce, was appointed Chief of the Classification and Wage Administration Section of the Personnel and Training Office, effective March 15.

## Twentieth Anniversary

Twenty years ago this spring the first conferences were held by an administrative committee under the guidance of H. S. Fairbank for planning the development of the highway planning survey programs in cooperation with the several State highway departments. Subsequent Federal-aid legislation provided for the continuation of these programs as a means of obtaining factual information essential for highway planning in the State highway departments and at the National level.

Of a total of 59 persons assigned to this work in the Washington Office in the first year (1935), only 9 are still directly associated with this work in Washington, 5 are now on other Bureau assignments, and 45 persons are no longer with Public Roads. In the

first year 50 engineers received field assignments on this work, and of the 32 employees remaining, 18 are associated with planning duties.

## A Two-in-One Road

A splendid example of what good engineering, wise planning, and cooperation between Federal, State, and municipal authorities can accomplish presented itself during the recent flood which swept through the low-lying districts of Frankfort, Ky.

For many years the Holmes Street-Thorn Hill section of the city has been inundated by backwaters of the Kentucky River during even a moderate flood. To meet this constantly recurring problem and at the same time keep the Frankfort-Owenton road open when flood water submerged the highway in the Thorn Hill section, it was proposed that a fill be thrown across the valley, that the highway be located on top of the fill, and that pumps be installed on the town side of the levee, thus keeping out the backwater and at the same time pumping the accumulated surface water in the Holmes Street-Thorn Hill area over the levee. This was done at a cost of \$75,000 for the pumps and an outlay of \$62,650 by Federal and State governments for building the levee and placement of the highway on top of it.

This road, a Federal-aid secondary project, not only functioned as predicted, but conservative estimates have placed the amount of money that would have been lost in flood-damaged property alone at a quarter of a million dollars. Furthermore, the levee and new alinement straightened out a hazardous curve at the foot of a long steep hill.

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