

Iowa State Highway Commission

OFFICE PROCEDURES HANDBOOK

Prepared by  
Management Review Department  
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Personnel Department

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Glenda M. Myers

IOWA STATE HIGHWAY COMMISSION  
LIBRARY

# OFFICE PROCEDURES HANDBOOK

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## Foreword

The Office Procedures Handbook has been written in response to questions asked by Highway Commission secretaries. We hope it will save you time and effort by serving as a handy reference. Some of the topics included are general; others are related specifically to Highway Commission work. Of course, all your questions probably are not answered here. However, as you learn the answers to other questions, you can insert extra pages in the handbook. You will also want to add or note any changes which occur in personnel policies and other topics which affect your work.

## How To Use The Table Of Contents

Because you will probably be adding new pages to different sections of the handbook, some "expansion room", or unused page numbers have been allowed.

Each section begins with ten or a multiple of ten. For example, the first section, "Correspondence" begins with page 10 and continues through 16. The next section begins with "20". So, if you add new pages on correspondence, they can be inserted in that section and numbered "17", "18", etc., and you can add to the Table of Contents accordingly.



## CORRESPONDENCE

### Incoming Mail

Mail in the Central Office is opened and delivered to the various departments at approximately 8:00 a.m., 10:30 a.m., and 2:45 p.m. Any correspondence which has money or checks enclosed is delivered to the Cashier in the Accounting Department. A receipt is issued and the money is deposited in the safe. The correspondence and the receipt are forwarded to the proper department for action.

Ask your supervisor who is to sort and distribute mail. If this is your job, you must find out who receives different types of mail and which you will handle yourself.

When an incoming letter refers to another letter or file, attach that to today's letter before you distribute the mail.

### Outgoing Mail

Outgoing mail is picked up at the same time the mail is delivered plus additional pickups at 1 p.m. and 4 p.m. Mail deposited in the office boxes after 4 p.m. will be dispatched the next day.

No staples or paper clips should be used in letters mailed in individual envelopes because they jam the postage meter.

### Envelopes

It is unnecessary for Central Office personnel to address envelopes for letters going to the Federal Highway Administration, District Offices and Resident Offices. Letters to these destinations are collected throughout the day and mailed in large envelopes at 4 p.m. This can represent a substantial savings in postage.

Mail is collected and sent to Ames in large envelopes from the District and Resident Offices. Each of these offices should check on mailing times.

To facilitate delivery by the Mail Room, write the name of the person who is to receive the copy in the upper right-hand corner of the page, unless there is an additional message, in which case a transmittal slip should be used. Envelopes are not required for inter-office mail, but may be used for confidential information.

Letters of information for the Commissioners may be left in the Director of Highways' Office. They will be picked up by the Commissioners on regular Commission days. If the material has been requested or is of an emergency nature it should

be mailed out immediately, in which case a stamped envelope must be provided.

The attention line on an envelope should be placed directly above the address. Any special instructions such as air mail, special delivery, etc., should be noted just under the stamp.

### Stationery

All correspondence to agencies and individuals outside the Highway Commission, except to the Federal Highway Administration, should be on white Iowa State Highway Commission letterhead. Correspondence to the Federal Highway Administration and within the Highway Commission should be on the blue memo paper, Form 12. This usage is established by Administrative Policy 0103.

For less formal use, and where a prompt reply is desirable, the Inter-Office Message Reply, Form 9, is available.

For informal transmittals, where a written record is not required, you can use the Transmittal Slip, Form 10.

When you are sending out carbon copies, they are made on the pink paper labeled "copy" Form 13, or in some Districts on green "copy" paper, Form 4.

The file copy of each letter and memo is on white paper labeled "File Copy", Form 740, and sent to Central Files. You may make an extra copy for your working files.

### Style

There are several acceptable styles of form and punctuation for business letters. Whichever style you or your boss prefers should be used consistently. A consistent use of names should also be followed. Accepted convention in the Highway Commission is to use two initials with the last name.

When a letter is written by one person and sent out under another's name, it is shown by the initials and the signature:

L. E. Butler  
Director of Management Review

by \_\_\_\_\_  
M. M. Brennan  
Management Analyst

When an attention line is used, it begins at the left margin two spaces below the address and above the salutation.

You may use three sets of initials; those of the person under whose name the letter is written, the dictator, and the typist. However, modern usage says that only the initials of the dictator and the typist need be shown. The initials or signature of the person for whom the letter was written indicate that it has been read and approved for mailing. When the letter is mailed under the name of the person who wrote it, only the typist's initials need be shown at the bottom.

When a letter or copies are sent to several persons, the addressees are listed in order of position, with outsiders first:

- Outsiders
- Commissioners
- Division Directors
- Department Heads
- Others

An example of a letter typed in modified block style with blocked paragraphs and mixed punctuation is shown on page 14. A letter within the Highway Commission would ordinarily be typed on the blue memo, Form 12, as shown on page 13.

When a letter or memo requires more than one page, there should be at least three lines on the last page, not just the signature. Pages after the first page are headed with the name of the addressee with "Mr." or his title, the page number and date. In formal correspondence, the name of the company or governmental agency goes over the addressee's name. For example:

Office of the Attorney General  
Mr. Turner

-2-

June 25, 1970

Leave at least four lines after the second page heading.

The second page of a memo:

To: M. M. Brennan  
Page 2  
From: L. E. Butler

IOWA STATE HIGHWAY COMMISSION

Secretaries, All Offices

Date June 25, 1970

m L. E. Butler

REFER TO:

ject Correct Memo Form

ched

A part of the office procedures handbook is this example of a correctly typed memo. The simplified memo form uses no salutation or complimentary closing. The paragraphs may be blocked or indented.

The writer may sign his name or initials at the bottom or beside his type-written name. The typist's notation is as usual.

A short memo or letter may be double spaced. Letters of more than a few lines are single spaced.

rdw

THE IOWA STATE HIGHWAY COMMISSION • 515-232-7250 • AMES, IOWA 50010

JOSEPH R. COUPAL, JR.  
Director

H. E. GUNNERSON  
Chief Engineer

June 25, 1970

Secretaries  
All Offices  
Iowa State Highway Commission

Dear Secretaries:

Correct Letter Form

A part of the Office Procedures Handbook is this example of a correctly typed letter. This letter is typed in modified block style with blocked paragraphs and mixed punctuation. It would also be correct to indent the paragraphs 5, 10, or 15 spaces.

In this style, the date line is typed to end at the right hand margin. When an attention line is used, it begins at the left margin. The subject line is centered over the body of the letter.

Mixed punctuation is used here; that is, a colon after the salutation and a comma after the complimentary closing. It would also be correct to use open punctuation; that is, no punctuation mark after the salutation or closing.

Sincerely yours,

L. E. Butler  
Director of  
Management Review

MMB:rdw

COMMISSIONERS

ROBERT C. BARRY  
Danbury

STEPHEN GARST  
Coon Rapids

WILLIAM O. GRAY  
Cedar Rapids

DERBY D. THOMPSON  
Burlington

KOERT S. VOORHEES  
Cedar Falls



Proper Forms of Address

- |                                |  |  |
|--------------------------------|--|--|
| * Governor                     | The Honorable Robert D. Ray<br>Governor of (The State of) Iowa<br>State Capitol Building<br>Des Moines, Iowa 50319 | Dear Governor Ray:   |
| * State<br>Attorney<br>General | The Honorable Richard D. Turner<br>Attorney General of Iowa<br>State Capitol Building<br>Des Moines, Iowa 50319    | Dear Sir: or<br>Dear Mr. Turner:   |
| * State<br>Comptroller         | Mr. Marvin R. Selden, Jr.<br>State Comptroller<br>State Capitol Building<br>Des Moines, Iowa 50319                 | Dear Sir: or<br>Dear Mr. Selden:   |
| State<br>Senator               | The Honorable (full name)<br>State Senator<br>State House<br>Des Moines, Iowa 50319                                | Dear Senator ____: or<br>Dear Mr. _____:   |
| State<br>Representative        | The Honorable (full name)<br>House of Representatives<br>State House<br>Des Moines, Iowa 50319                     | Dear Sir: (or Madam:) or<br>Dear Mr. (Mrs. or Miss) ____.<br>(NOT Dear Representative) |
| County<br>Supervisor           | Honorable (full name)<br>Supervisor, _____ County<br>County Seat, State, Zip                                       | Dear Sir: (or Madam:) or<br>Dear Mr. (Mrs. or Miss) ____:                              |
| Mayor                          | Honorable (full name)<br>Mayor of the City of _____<br>City, State, Zip  | Dear Mayor _____:  |

The Post Office recommends the use of two-letter abbreviations for states. These are typed in capital letters, without punctuation, and followed by three spaces and the five-digit ZIP Code. When fully automated postal service is in operation, this form will be required. The abbreviations are:

AL	Alabama	NB	Nebraska
AK	Alaska	NV	Nevada
AZ	Arizona	NH	New Hampshire
AR	Arkansas	NJ	New Jersey
CA	California	NM	New Mexico
CO	Colorado	NY	New York
CT	Connecticut	NC	North Carolina
DE	Delaware	ND	North Dakota
FL	Florida	OH	Ohio
GA	Georgia	OK	Oklahoma
HI	Hawaii	OR	Oregon
ID	Idaho	PA	Pennsylvania
IL	Illinois	RI	Rhode Island
IN	Indiana	SC	South Carolina
IA	Iowa	SD	South Dakota
KS	Kansas	TN	Tennessee
KY	Kentucky	TX	Texas
LA	Louisiana	UT	Utah
ME	Maine	VT	Vermont
MD	Maryland	VA	Virginia
MA	Massachusetts	WA	Washington
MI	Michigan	WV	West Virginia
MN	Minnesota	WI	Wisconsin
MS	Mississippi	WY	Wyoming
MO	Missouri		
MT	Montana		



## TELEPHONE, TELEGRAM AND RADIO

### TELEPHONE

#### Taking Calls

When answering the telephone, identify your office and yourself as, "Highway Commission, Miss Jones", or "Personnel Department, Mary". Speak clearly and pleasantly and treat all callers courteously.

Avoid doing things which would annoy you if you were calling, such as leaving callers hanging on the line, failing to call back, and hanging up abruptly. Have a pad and pencil handy for taking messages fully and accurately, and deliver messages promptly, noting the date and hour of each. If your office has an inter-office buzzer and a call comes in for someone else:

Find out who the caller is, and ask him to hold the line.

Push the hold button, then push the local button and dial the person wanted.

Tell him who is calling on what line.

If he is not there or cannot take the call, push the caller's button and give him the message; then ask for his message.

To transfer a call slowly operate and release your receiver button at least four times. This will signal the PBX operator and she will gladly transfer your call.

If your telephone is not operating properly, report it to the switchboard operator.

#### Making Calls From Central Complex Office

For calls within the Highway Commission push a call line and dial the three-digit extension number.

For Ames numbers outside the Commission, push a call line, and dial 9. After you hear a dial tone, dial the seven-digit number.

For calls to Des Moines, push a call line and dial 8. After you hear a dial tone, dial the seven-digit Des Moines number. Not all phones are connected to this line; if yours is not, you can use the WATS line for calls to Des Moines.

For in-state calls, use the WATS line. Dial 7 and wait for the dial tone. Then dial 1 and the area code if it is different from 515, and the seven-digit number. If calling a city with less than seven-digit numbers, dial 7, and the 0 for operator. Give the operator the number you are calling and the WATS number, 0202931.

From All Offices

If you are asked to place an out-of-state call, ask the caller for his special billing card, and give the number on the card to the operator. You can find out any phone number in the country by dialing 1, the appropriate area code, and 555-1212. (If you do not know the city's area code, check the phone book, or dial the telephone company operator and ask her.)

From Other Highway Commission Offices to Ames Offices

Dial 1-800-362-1813. If direct dialing is not available, give this number to the operator.

TELEGRAMS

Telegram messages from Ames offices are sent out through the TELEX Teleprinter in the Traffic Weight Operations Office in Building 2.

Special instructions such as "confirmation requested" should be clarified between the initiating department and the Traffic Weight Operations Office.

Telegram messages to be sent out on a scheduled basis should be delivered to Harlan Johnson in the Reproduction Section for 9:30 a.m. or 3:30 p.m. delivery.

Messages to be transmitted immediately should be delivered to the Traffic Weight Operations Office by the initiating department.

All telegram messages should be typewritten, with the address first and then the message. The hard copy, with information on date and time sent, will be returned to the initiating department.

The Traffic Weight Operations Office will telephone the department receiving an incoming message. They will read the message over the phone or mail it through inter-office mail, or the receiving department may pick it up.

## TWO-WAY RADIO

The two-way radio system uses two channels and five tones. These are assigned to the 99 areas as shown on the map in the Radio Manual.

There are several types of equipment in the system. The base stations and the engineers' and foremen's mobile units can receive and transmit on both channels. Control stations are designed to transmit on either one or two channels and tones. Vehicles which are assigned to only one area, such as snow plows, pickup trucks and county mechanics' vehicles, have single frequency radios. These mobile units cannot transmit directly to one another. Remote repeater stations automatically retransmit broadcasts from nearby mobile stations.

### Operation

To originate a radio call:

1. First, allow the set to warm up and monitor to be sure you aren't interrupting another transmission. Use "F" tone from a number 1 area or "G" tone from a number 2 area (see map in Radio Manual) to contact engineers, engineers' offices, state headquarters or area headquarters. After making contact, switch to the standard area tone.
2. Call the station you are contacting by its descriptive call (see Radio Manual Appendix II) and identify your station by the radio unit call number. Transmit, pressing the microphone button to transmit and releasing it to listen. If you are not understood, speak more softly or move the microphone further away.
3. Clear and sign off, using the authorized government call sign.

The communications code, called "ten" signals, is found on pages 11 and 12 of the Manual. To save time, these "ten" signals should be used as much as possible.

If you hear "10-33", or emergency signal, stop transmitting immediately and stand by. If no one closer to the scene answers the call, answer it.

To spell out difficult words, use the "word" alphabet which is found on page ten of the Radio Manual ("Adam, Baker, Charlie", etc.).

### Logging

An ink-written record of transmission is made by the base station operator on the Radio Station Operating

Log, which is available from a Communications Technician. The operator must sign each individual entry he makes as well as signing for his shift or duty period. The following types of information must be included in the log:

1. Signing on and off of the radio.
2. Details concerning any accident, disaster or other than normal radio operation. In case of vehicle accident include time, location, name(s) and vehicle license number(s).
3. Information on help given motorists by maintenance employees.
4. Time of daily check on antenna lights and condition of the lights.

Corrections of the log may be made only by the person who made the original entry. Corrections are made by striking out the original entry, making the correction, and initialing the correction and noting the date.

As of September 1970

Members of the Commission

Derby Thompson, Chairman  
Robert C. Barry, Vice Chairman  
William O. Gray  
Koert S. Voorhees  
Stephen Garst

Management Staff (alphabetical order)

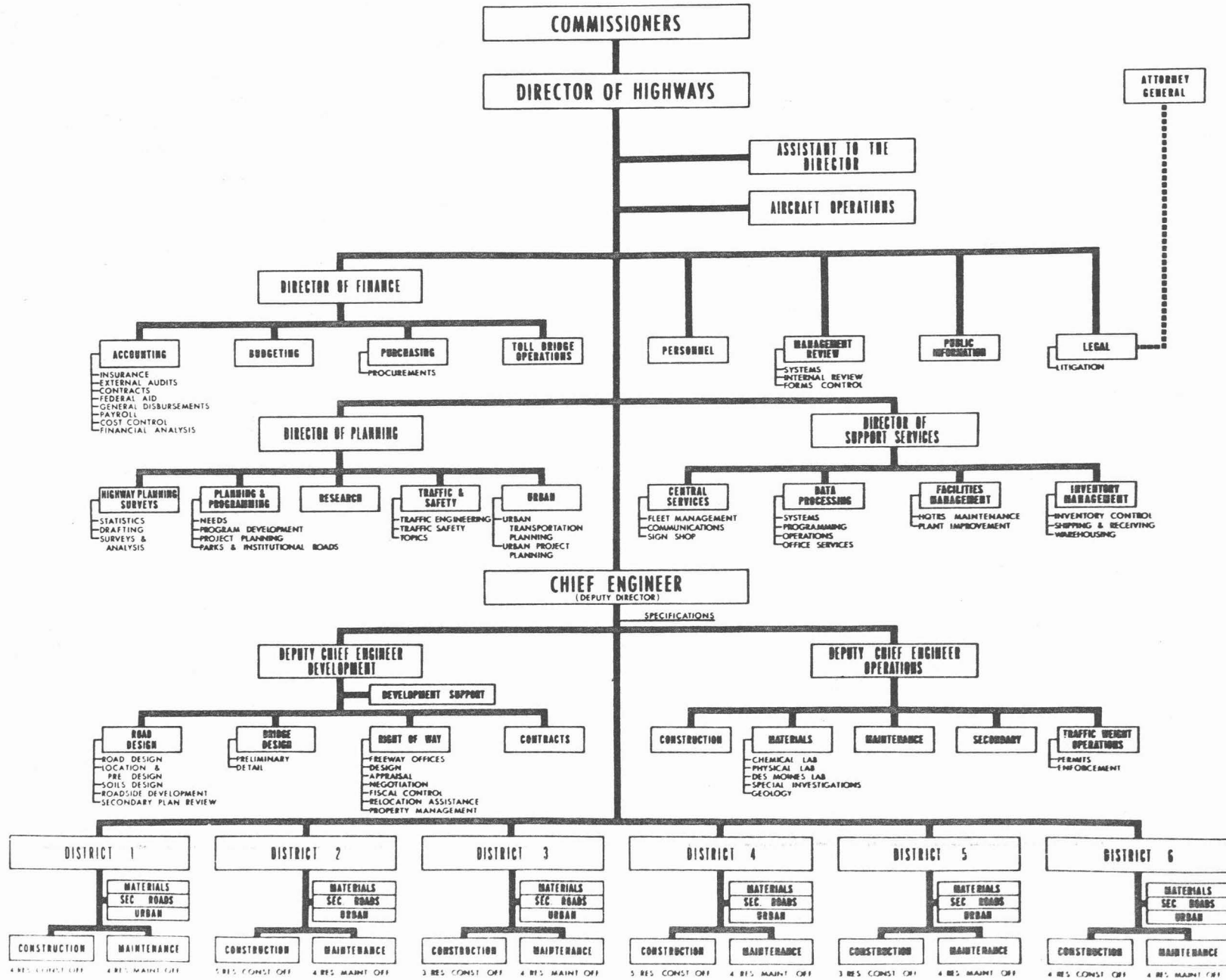
<u>Name</u>	<u>Position</u>	<u>Extension</u>
Coupal, J. R., Jr.	Director of Highways	304
Given, R. H.	Deputy Chief Engineer-Development	331
Gunnerson, H. E.	Chief Engineer	304
Holland, L. A.	Assistant to the Director of Highways	304
Johnson, R. D.	Director of Finance	391
McCoy, J. M.	Director of Support Services	391
McLean, D. E.	Deputy Chief Engineer-Operations	331
Petersen, J. F.	Special Assistant Attorney General	342
Schach, C. F.	Director of Planning	304

Department Heads (alphabetical order)

<u>Name</u>	<u>Department</u>	<u>Division</u>
Anderson, G. W.	Deputy Director of Planning	Planning
Bloomfield, F. O.	Materials	Operations
Butler, L. E.	Management Review	Administration
Carlson, D. G.	Inventory Management	Support Services
Chalstrom, J. H.	State Comptroller's Auditor	Finance
Davis, K. E.	Contracts	Development
Ehlert, D.	Traffic Weight Operations	Operations
Fish, R. C.	Budgeting	Finance
Ford, J. H.	Central Services	Support Services
Goodwin, J. E.	Public Information	Administration
Hensing, A. M.	Construction	Operations
Hoag, J. F.	Data Processing	Support Services
Kassel, R. L.	Planning and Programming	Planning
Kies, C. H.	Purchasing	Finance
Klassen, S. J.	Facilities Management	Support Services
McLaughlin, K. P.	Road Design	Development
Mills, E. R.	Highway Planning Surveys	Planning
Pestotnik, C. A.	Bridge Design	Development
Petersen, J. F.	Special Ass't. Attorney Gen.	(Administration)
Raymond, V. R.	Accounting	Finance
Roberts, S. E.	Research	Planning
Schiel, H. C.	Traffic and Safety	Planning
Smiley, F. A.	Maintenance	Operations
Solbeck, G. T.	Development Support	Development
Stober, J. L.	Secondary Roads	Operations
Sweitzer, G. A.	Right of Way	Development
Wiant, R.	Urban	Planning
Wicklund, D. G.	Personnel	Administration

# ORGANIZATION STRUCTURE

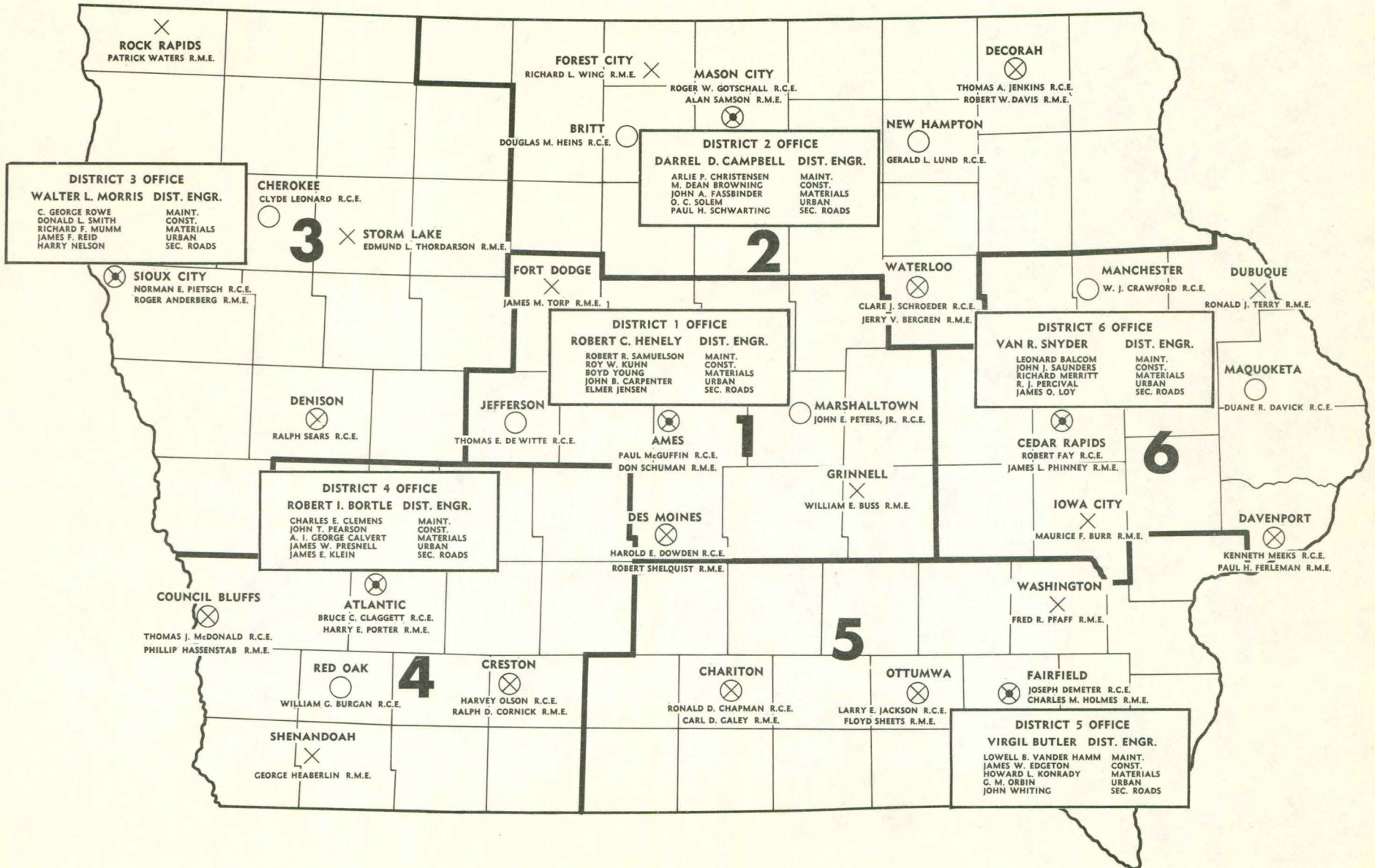
JULY 1, 1969





# IOWA STATE HIGHWAY COMMISSION DISTRICTS

## NOVEMBER 1, 1970



● DISTRICT OFFICE (R.C.E.) ○ RESIDENT CONSTRUCTION OFFICE (R.M.E.) ✕ RESIDENT MAINTENANCE OFFICE



COST CENTER, OBJECT CODE, FUNCTION CODE

You may need to use the Accounting Coding System. For a complete explanation, see the Accounting Department Policies and Procedures Manual.

Your office's Cost Center number is its control account number. A complete listing is in Section II of the Accounting Manual. Each digit of this four digit number is significant:

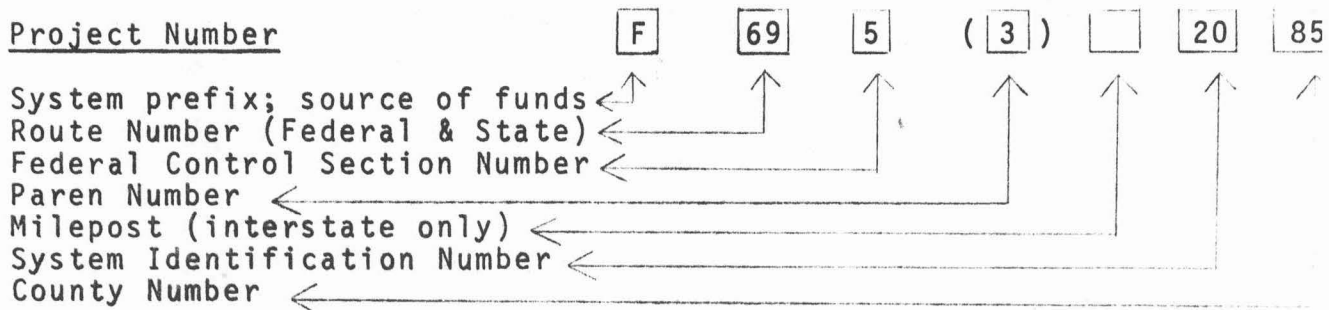
- 1st digit - denotes the appropriation, such as primary road fund
- 2nd digit - denotes the department
- 3rd and 4th digits - give Section or Expansion within a department or for Inspection and Maintenance Service, give District and Residency.

The Object Code is a three-digit number used to classify an expenditure. The first digit tells the general category of expenditure, and the second and third digits tell the specific type of expenditure. A listing of object codes with descriptions is in Section III of the Accounting Manual.

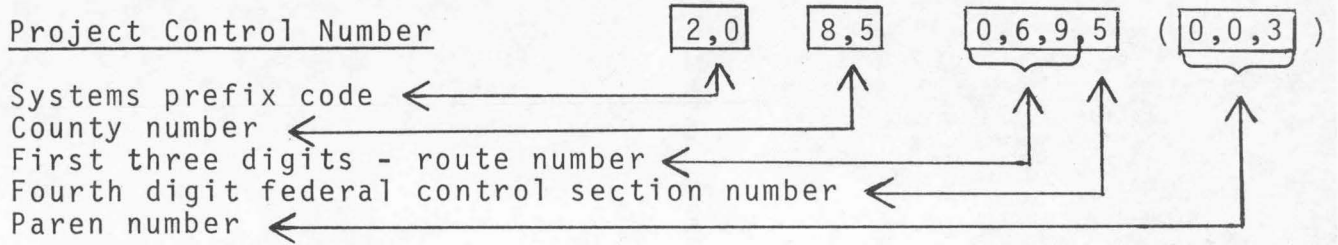
The three-digit Function Code number classifies expenditures and income by their major purpose or function. The first digit gives the general category; and the second and third give specific sub-categories. The full explanation and description of Function Codes is in Section IV of the Accounting Manual.

PROJECT NUMBERS

The project number is a number used to identify a segment of road and the plans, contracts, bonds, proposals, etc., related to it. The letter and example below explains the significance of each digit of the project number. A complete explanation of project and project control numbers can be found in the Accounting Manual, Chapter V.



The 11-digit Project Control Number has similar significance but the elements are in a different order:



## TIME SHEETS

Several different Time and Expense Sheets are used in the Highway Commission. They are filled out the last day of the work period (twice a month) and you receive your pay warrant three working days later. Information on time sheets is given in the Accounting Manual, Chapter VIII-C under "Payroll".

## LIBRARY AND REFERENCE MATERIALS

The library is located in Room 125 of the old main building in Ames. It houses technical engineering and other journals and a large selection of books and magazines. Any of these materials may be checked out to Highway Commission personnel. The librarian will obtain other material as requested, and will search for information on any topic you request. The library is open for browsing, including lunch hours, and you may make requests by phone, letter or in person.

The librarian will obtain any United States Government Print Office publication for you. Requests should be submitted on Form 12 (memo) and initialed by the Department Head.

Listed below are books of particular interest to secretaries which may be found in the library.

Number 1 and 5 you may obtain for your own desk from Office Supplies.

1. Hutchinson, L. J., STANDARD HANDBOOK FOR SECRETARIES, 8th ed., 1968, 638p. \$7.95  
McGraw Hill Book Co.  
330 W. 42nd St.  
New York, New York 10036
2. Laird, ENGINEERING SECRETARY'S COMPLETE HANDBOOK, 3rd ed., \$7.95  
Prentice-Hall, Inc.  
Englewood Cliffs, New Jersey 07632
3. Winfrey, TECHNICAL AND BUSINESS REPORT PREPARATION, 3rd ed., 1962, 340p., 144 illus. \$9.50  
Iowa State University Press  
Press Building  
Ames, Iowa 50010
4. State of Iowa, IOWA OFFICIAL REGISTER, No. 53, 1969-1970, 638p. FREE  
Iowa State Printing Board  
State Office Building  
Des Moines, Iowa 50319
5. WEBSTER'S SEVENTH NEW COLLEGIATE DICTIONARY, 1967, 1221p. \$6.75  
G. & C. Merriam Co., Publishers  
47 Federal Street  
Springfield, Mass. 01101
6. COLUMBIA-VIKING DESK ENCYCLOPEDIA, 3rd ed., 1968, 2016p. \$9.95  
Viking Press  
625 Madison Ave.  
New York, New York 10022

7. THE 1970 WORLD ALAMAC AND BOOK OF FACTS,  
Paperbound, 952p. \$1.95  
World Almanac  
230 Park Ave.  
New York, New York 10017
8. U. S. Bureau of Census, POCKET DATA BOOK, USA, 1969  
Paperbound, 360p. \$2.75  
U. S. Dept. of Commerce  
609 Federal Bldg.  
210 Walnut St.  
Des Moines, Iowa 50319
9. U. S. Govt. Printing Office, STYLE MANUAL (abridged)  
rev. ed., 286p. \$1.50  
U. S. Dept. of Commerce  
609 Federal Bldg.  
210 Walnut St.  
Des Moines, Iowa 50319
10. U. S. Govt. Printing Office, U.S. GOVERNMENT ORGANIZATION  
MANUAL 1969-1970, Paperbound, 806p. \$3.00  
U. S. Dept. of Commerce  
609 Federal Bldg.  
210 Walnut St.  
Des Moines, Iowa 50319

## MANUALS

In an organization as large and diverse as the Highway Commission communications can break down between the decision makers and those who are assigned to carry out the work. Word of mouth or even circulated memorandums are usually not enough to make the operations of the Commission move along smoothly or to adapt to changes in objectives or procedures.

Some types of communications are accomplished through the manuals system. The manuals system consists of:

1. The Management Manual (in the brown binder) which explains the organization of the Highway Commission and the responsibilities of each department and section. It contains an organization chart for each department.
2. The Administrative Policies and Procedures Manual is organized by divisions and departments. It contains policies and rules which affect more than one department. Several general regulations are found in the Director of Highways' Section of this manual. This manual and the Management Manual are distributed by the Management Review Department.
3. The Personnel and the Merit Employment Department Manuals are distributed by the Personnel Department. They contain information on the merit system (pay scheduling, job classification, and hiring policies), on rules of conduct, and on grievance and appeals procedures. The Merit Employment Manual has a limited circulation, but the Personnel Manual is distributed more widely throughout the Commission.

There are also departmental manuals, known as "I.M.'s" for "Instructional Memoranda", which contain detailed information on the operations of departments. Examples of these are the Accounting Manual, Personnel Manual, Maintenance Manual, Road Design Manual, Construction manual entitled, "Instructions for Resident Construction Engineers", Secondary Roads manual entitled, "Instructions to County Engineers", Traffic Weight Rules and Regulations, Traffic and Safety Departments "Iowa Manual of Uniform Traffic Control Devices for Streets and Highways", Right of Way Manual, Materials Department Laboratory Manual, etc.

Engineering office secretaries will find the Standard Specifications book useful for becoming familiar with both road-building terms and Highway Commission policy.

## COMMISSION ORDERS AND RESOLUTIONS

Commission Orders and Resolutions must be submitted to the Recording Secretary of the Commission by Friday noon before the Commission meeting date. Commission Orders are submitted on Form 61, and Commission Resolutions on Form 62. The number, date and title are left blank. The original is submitted, and one copy sent to the Division Director. Fifteen copies of any attachment, on letter size paper if possible, are sent with the order. These should not be stapled together. The second and subsequent pages are typed on plain paper of the same color with the page notation, "Page \_\_\_\_ of \_\_\_\_\_" in the upper right-hand corner.

The body of the order is single spaced, with double spacing between paragraphs. Each paragraph begins, "WHEREAS...", except the final paragraph which begins, "NOW, THEREFORE, BE IT ORDERED (OR RESOLVED)...".

You can find further information on how to prepare Commission Orders and Resolutions, and on what subjects are presented as Commission Orders and Resolutions, in Administrative Policy 0001 and its supplement.

The Director of Highways' Secretary distributes a list of Commission meeting dates twice a year; a current list may be obtained from her.

## MONTHLY REPORT

Each department sends a report of its past month's activities to the Division Director by the 10th of the month. The original and two copies should be sent to the Division Director by the third working day of the month. These reports are summarized by the Division Director and forwarded along with the reports from the Departments to the Director of Highways. An extra copy should be included from the departments of the Operation and Development Divisions for the Chief Engineer. A final summary report is made to the Governor each month. There is no set format for monthly reports except when particular requests are received from the Director of Highways.

## RESERVING MEETING ROOMS

The Commission Room and the Conference Room may be reserved for meetings whenever available. Reservations may be made by telephoning the Secretary to the Director of Highways.



## RESERVING AIRPLANE

The Commission airplane may be reserved by telephoning the Secretary to the Director of Highways. When the Commission plane is used, the cost of the plane and any expenses of the pilot on over-night trips are to be included. The plane expense is figured at an hourly rate of \$50. If additional information is needed for an estimate of the plane cost, it may be obtained from the Director's Office or the pilot. Requests must be submitted at least two weeks and preferably more before the requested date of travel.

## DEPARTMENTAL & CENTRAL FILES

You should have a copy of the "Classification and Filing Manual" prepared by the Records and Files Section. If you use this system for your office files, you will become familiar with the Central Files system and have an easier time finding materials in it.

If you think a different filing system would suit your needs better, you can design your own. You can find useful ideas on filing systems in the Standard Handbook for Secretaries, by L. J. Hutchinson, which is available at the library or from Office Supplies. If you do set up the filing system yourself, make sure there is a good explanation available so someone else can find material when you're not there.

The Central Files system uses 35 basic categories. The manual explains what type of material goes into each category and gives a detailed breakdown within each category.

Copies of all correspondence go to Central Files. These white file copies should be sent in a batch at the end of the day.

All correspondence concerning an individual project should show the project number and county as it will be filed by project number.

## REPRODUCTION SERVICES

Several types of reproduction services are available, including photocopy, offset printing, assembly, binding, film development, document enlargement and reduction, and diazo.

Xerographic copying machines are easily available to most offices. These are quite simple to operate and may be used for making up to 15 copies of a document.

When you need more than 15 copies, or another type of reproductive service, it can be requisitioned from Offices Services Section of the Data Processing Department in Ames.

The requisition should be made by submitting a completed Form 283, Reproduction Work Request, or Form 283A, Photo Lab Work Request. An example of Form 283 is shown on Page 43. To complete this form, you must determine the type of master and the type and size of paper (etc.) to be used. You can then find the numbers on the reverse of the form for the blanks under "Type of Master" and "Type of Material". In the "Number of Sides", put "1" or "2", depending on whether the paper is to be printed on one side or both sides. You fill out only the portions checked on the sample form; the rest will be completed in the Reproduction Department.

IOWA STATE HIGHWAY COMMISSION  
 Reproduction Work Request

See Reverse Side For  
 Reproduction Coding

Department Mgmt. Review

e Requested 9/24/70

Date Completion Desired 9/25/70

Job Number \_\_\_\_\_

Requesting Agent Bobbi

Phone 361

Cost Center 061000 Sys. \_\_\_\_\_ Co. \_\_\_\_\_ Proj. Control \_\_\_\_\_ Paren. or Unit \_\_\_\_\_

Function	Number of Originals	Number of Copies Per Original	Type of Masters	Number of Sides	Type of Material	Size of Material	Machine			Assembly			Misc. Cost		
							Type	Hour	Min.	Type	Hours	Min.	\$	¢	
0 1 0 0 0 4	0 0 0 3 5	C C	1	0 5											

Assembly Information

Staple upper left Punch 3-hole

Plastic

Binder \_\_\_\_\_ Size \_\_\_\_\_

Position to be Bound: \_\_\_\_\_

Remarks:

Date Completed

NOTE: MACHINES WILL BE SHUT DOWN AT  
 4:15 P.M. EACH FRIDAY FOR  
 MAINTENANCE

PERSONNEL FORMS

Forms M-1A, M-7, and M-8 (Merit Employment Department)

The Personnel Department circulates lists of job vacancies in the Commission, and the Merit Employment Department circulates lists of vacancies in all state agencies. All jobs in the Highway Commission fall into one of three categories: A, B, or C. "A" positions require a score of 70 or better on a written examination. "C" positions are work-test appointments; an applicant can be approved if he meets the minimum requirements and the probationary period is his test. All others are "B" positions. As the Merit Employment Department writes more tests, classes of positions will be shifted from "B" to "A".

<u>"A" Positions</u>	<u>"B" Positions</u>	<u>"C" Positions</u>
Clerk I, II, III, & IV	All Other Classes Not Listed In	Materials Inspector I
Clerk Steno I, II, & III	Divisions A or C	Custodial Worker & Foreman
Secretary I, II, & III		Watchman
Accounting Clerk I		Maintenance Worker I & II
		Maintenance Repairman I
		Rest Area Attendant
		Highway Maintenance Man I & II
		Automotive Serviceman
		Binderyman

To apply for "A" and "B" positions, Commission employees must complete form M-1A, "Supplemental for M-1", the form M-7 card, Application for Examination, and a new M-1, "Application for Employment and Examination" if new information should be added. Applicants who are not Commission employees must complete an M-1 and an M-7 card.

All these forms should be mailed to the:

Iowa Merit Employment Department  
Grimes Office Building  
Des Moines, Iowa 50319

When an employee applies for an "A" position, he should inform the Personnel Department, who will schedule the examination for him while the posting is open. The Merit Employment Department will return the top half of the M-7 card directly to the applicant. This M-7 will notify him of the date, time and place of the examination and will serve as an entrance pass to the examination. Merit Employment will notify the employee of his score.

When an employee applies for a "B" position, he will be given a "Training and Experience Rating" and notified of the results by the Merit Employment Department.

When an employee has passed the written examination, or been given a "T & E" rating, he has been "certified" by Merit Employment. His name is put on the list of all "certified" applicants for that class, which is compiled in order of examination score or "T & E" rating. Applicants with the highest score or rating will be considered first.

When an employee applies for a "C" position, he must mail an M-7 card marked "Highway Commission" above the words "TITLE OF ONE EXAMINATION ONLY". An outside applicant need only submit a completed M-1 application to the Personnel Department.

#### Form M-8, Request for Certification

Form M-8 is used to initiate hiring a new employee when a vacancy occurs in an "A" or "B" position in a department. Five copies are prepared and four copies sent to the Personnel Department. The signature of the person authorizing the request must appear in the upper left-hand corner of each copy.

The form is prepared as follows:

Date - Date Prepared

Request No. - DO NOT COMPLETE: Personnel will assign

Agency - Highway Commission

Division - Your Department or Residency with Cost Center Number. Example: Personnel 1610

Division Code No. - The number 6 (for Highway Commission) followed by the first two numbers of the position number, found in the left-hand column of the Table of Organization. Example: Road Design would be 621.

Location of Work - The site where the employee is to report.

Date Wanted - "Immediately", unless you do not want to fill the vacancy until a later date. In that case the date must be indicated.

Class Title and Position No. - The Class Title (see Pay Schedule By Class Titles, dated February 25, 1970), followed by the class code number, a dash, and then the last three digits of the position number, found in your Table of Organization. Example: Clerk I 0015-136 (Random Sample).

Previous Incumbent - The name of the person who last held the position. The position number used for "Class Title and Position No." above must be the one which was assigned to him.

Number of Vacancies - List the number. Remember that for each vacancy a position number and previous incumbent must be listed.

Pay Range - See "Pay Schedule By Class Title" for the correct pay range.

Starting Salary - Please use annual base pay if the salary will be paid on an annual basis, and the hourly figure if it will be paid by the hour.

Check Permanent or Temporary

Type of Register - DO NOT COMPLETE: Personnel will assign

Male or Female - DO NOT CHECK unless complete justification exists.

Remarks - Use here for:

1. Special qualifications not required by job specifications
2. Extra position numbers and previous incumbents for additional vacancies
3. Explanation of justification for requesting male or female applicants
4. Indication of the date when the previous incumbent will be leaving if he has not already been removed from the Table of Organization
5. Name of person you may have in mind.

For Division "C" Positions, flexibility is allowed. If you need to fill the vacancy immediately, merely send a 282 and M-1, explaining which position the new employee will occupy. If you do not fill the position immediately, a request for certification should be completed and mailed to Personnel. Only one copy is necessary for Division "C" classes. Applicants will be referred by Personnel without prior Merit approval.

Two copies of the Requests for Certification for Division "A" and "B" positions will be returned to you with the names of those interested in your position. The following procedure is then used:

1. All outside applicants will have been contacted by Personnel to determine availability and interest.



Only the names of those interested will be clearly shown to you; all others listed will have a line drawn through them.

2. All Commission applicants should be contacted by your office, unless you request that Personnel schedule personal interviews for you.
3. On a promotional register which will have Commission employees only, the top half (or ten, whichever is less) of the register will be referred. You may choose any of the names.
4. On a state-wide register which includes all applicants, the choice must be made from the top three available applicants. You may have only two names above the person selected marked "considered but not selected", without being required to justify your choice.

Any applicants selected below the three available candidates are subject to approval by the Merit Employment Department. (Additional instructions are provided on the reverse side of Form M-8).

5. Two copies of the Form M-8 must be returned to Personnel after you have indicated your actions in filling the vacancy.
6. Xeroxed copies of applications of persons selected and rejected, and Form 282 to initiate the action should accompany the two copies of Form M-8.

#### Testing and Rating

1. Division "A" appointments require a written examination and, if technical skills are involved, a performance examination.

Applicants must be qualified according to the minimum specifications before they will be allowed to take a test.

At the present time, tests are given in Des Moines. Other testing locations will be available this fall at points throughout the state.

A minimum score of 70 is required to pass the written test. (A perfect score is 100). An example of the testing for Division "A" positions is the test given for clerical applicants.

The examination begins at 9:00 a.m. and three hours are allowed to complete the test. The test covers word usage, punctuation, spelling, general mathematics, and other questions which would be answered by clerical employees on the job.

Upon completion of a written examination, applicants may take performance tests, typing and shorthand in this case. They may choose to test on a manual or electric typewriter. Scores of 40 wpm typing and 80 wpm shorthand abilities are required.

The tests are graded the following working day and names of those who "passed" will appear on the register, usually within three working days of the test. Applicants will be notified of their test scores.

If an applicant fails the written examination, he must wait 30 days before retaking the test. A waiting period of seven days is required before repetition of the performance examination is allowed. Anyone may repeat the examination as often as he wishes, but following waiting schedule must be observed:

	<u>Performance</u>	<u>Written</u>
After 1st failure he must wait:	7 days	30 days
After 2nd failure:	30 days	60 days
After 3rd failure:	30 days	90 days
After 4th failure:	30 days	90 days
Each additional failure:	30 days	90 days

2. The Training and Experience Rating is given by the Merit Employment Department. Points are given for each month of experience, and for hours of education related to the class to which one is applying. A minimum score is zero; this would be given to applicants who meet the minimum requirements but have no additional experience or education. Recent experience is given a higher rating than that gained several years ago. There is no ceiling on T & E scores; therefore, it is impossible to tell where an applicant ranks on the register by referring to his T & E score alone. These scores are not given to the applicant for this reason.

#### Points of Interest

1. Applicants whose names are placed on the register will remain under consideration for at least one year and not more than three years as determined by the Director of Merit Employment. (At the present time this time factor is 18 months, but it will fluctuate with supply and demand.) Therefore, it is not necessary to reapply each time a vacancy in one class occurs, unless one desires to improve his T & E rating by listing additional experience, or desires to retake the test, hoping to improve his score.

2. Applicants' names may be removed from the register prior to the above time mentioned for any of the following reasons:
  - a. Request by the applicant himself
  - b. Request by the Personnel Department, if he has been considered and rejected three times by the appointing authority
  - c. Failure to give sufficient reason for declining offers in that class.
3. All classes and types of appointment in Divisions "A" and "B" must be filled through the Merit Employment Department except summer employees.

Each department or residency should have a copy of the Merit rules. Questions should be directed to the Employment Section in Personnel.

5 copies 4 to Personnel  
 Submit in triplicate 1 Originating Dept. -56-  
 STATE OF IOWA  
 TO: IOWA MERIT EMPLOYMENT DEPARTMENT

SAMPLE

Date current

REQUEST FOR CERTIFICATION

Request No. (Leave Blank) Agency Highway Commission  
 Division: Management Review Dept. 0610 (Allocation List)  
 Division Code No. 6-01  
 Date wanted immediately  
 Position of work: Ames Previous (Vacant or name  
 Position Title and Incumbent: of person leaving  
 Position No. Clerk I 0015 - 158  
 Number of Vacancies 1 Pay Range: 05 Starting Salary: \$ 3504.00 Permanent  Temporary   
 Name of Register (Leave Blank) Male  Female (Leave Blank)

Remarks:

CERTIFICATION OF ELIGIBLES AND ACTION TAKEN

Register Used: \_\_\_\_\_ Certificate No. \_\_\_\_\_  
 Void Date \_\_\_\_\_  
 APPOINTING AUTHORITY FILL IN THE BLANKS BELOW AS PER INSTRUCTIONS ON REVERSE SIDE OF FORM

Name and Address	Telephone No.	Action			Comments
		1	2	3	

(To be filled out and signed by Appointing Authority)

Signature of the Merit Employment Director  
 Action in respect to the foregoing certifications is indicated in the columns above.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

Title \_\_\_\_\_

-57-  
INSTRUCTIONS

copies of this certification will be sent to the agency in duplicate. The agency should retain one copy, and return the original copy to the Merit Employment Director as soon as action is taken, with clear notation of such action with respect to each person certified. The personnel action form (M-3) should accompany the certification when it is returned. Certification showing completed action should be returned within 21 days to the Merit Employment Department in accordance with Section 7.2 (6) of the Rules and Regulations. The following abbreviations may be used for entries in the "Action" column:

- |                              |                                 |
|------------------------------|---------------------------------|
| A - Selected for appointment | C - Considered but not selected |
| FR - Failed to reply         | *D - Declined appointment       |

If an eligible declines or waives appointment to this position, ask the eligible to signify either of these: (1) Not available until further notice; (2) Not available until a definite date. Make a notation of this in the "Comments" column and attach copy of such waiver of appointment, whether it be letter, telephone call or wire. If FR (failed to reply), attach copy of letter requesting interview.

According to the rules and regulations, the appointing authority is allowed the selection of one from the three highest available names on the register.

If the names certified are Mrs. A, Mr. B, and Miss C, and Mrs. A is appointed, Mr. B, and Miss C have not been considered and have not been passed over merely because they were among the first three. If, however, Miss C is appointed, then Mrs. A and Mr. B have been considered and passed over and shall be certified only twice more to the same appointing authority.

Names shall be certified in order of their standing on the list. The number of names certified shall be three (3), with one (1) name added for each additional vacancy. However, as each position is filled, the procedure of appointing one person from each of the three highest names must be followed. Thus, one name must be selected out of every three considered and consideration must proceed from the top of the register. If, in the case of joint registers, two or more agencies request certification for the same class, the same names will be certified to both agencies together with a reserve of names for consideration in the event that some of the regular number certified are not available for appointment.

EXAMPLE OF REQUISITION RECEIVED FOR 3 POSITIONS WITH THE CERTIFICATION OF 5 NAMES -

Name and Address	1	2	3	Comments
Harry Smith            Hartford, Iowa 50118	C	C	C	In poor health, undesirable
John Johnson           Attica, Iowa 50024	C	C	A	EOD 4-21-70
John Doe                Des Moines, Iowa 50312	A			EOD 4-23-70
Richard Mallory        Urbandale, Iowa 50322	D			Not available till further notice
Marroll Wynn           Carlisle, Iowa 50047	FR			Copy of letter attached
RESERVE OF NAMES				
R. A. Nolan             Ankeny, Iowa 50021	A			EOD 5-1-70
George Smith           Altoona, Iowa 50009				

EOD is the symbol for entered on duty

FORM 282, REPORT OF PERSONNEL ACTION

This form is completed with three copies to report appointment to a position, change in employee status, leave of absence, and separation. A separate section is provided for each of these situations. When an employee transfers from one department to another, this form is completed by the receiving department.

The heading must be completed whenever Form 282 is used, including full name, employee number if action involves a present employee, cost center number, and employee's address if he is a new employee or has moved.

For Appointment Section I is completed as shown in sample 1

Effective date - must be the 1st or 16th of the month

Type of employment - check the appropriate box

Class code, class title, and position number - complete

Position title - use the normal working title

Pay range - use the number

Base step - letter

Annual base salary - enter the salary figure. If an hourly employee, enter the hourly rate here.

Longevity step and annual longevity salary (for re-employment or return from leave of absence, if applicable). Enter number of longevity step and total annual longevity salary.

Status - check appropriate box

Attached forms - check boxes if W-4 and/or IPERS-503 or IPERS 15A are attached.

For Update or Transfer use Section II

Effective date - the proposed change must occur either the 1st or 16th of the month.

All employee data that is changed by the personnel action must be shown by including both the present data and the new data. Data which does not change should be left blank.



For Leave of Absence use Section III

Report absence for maternity, educational or training, candidate, military or personal leave of more than 30 days on this form. Check boxes to indicate whether leave is with or without pay. Show the approximate duration, the last working day and the reason for the leave.

For All Separations complete Section IV

The type of separation must be indicated: resignation, retirement, etc., by checking the appropriate box, and the last day of active employment must be indicated.

Remarks - Section V

This space may be used for reason for resignation, suspension or dismissal, forwarding address or other information for which space is not included on the form.

Following are copies of Form 282 properly completed as examples for reporting the four types of personnel actions.

- Sample 1 - Appointment (re-employment)
- Sample 2 - Employee Update (promotion)
- Sample 3 - Leave of Absence (personal)
- Sample 4 - Separation (Resignation)

IOWA STATE HIGHWAY COMMISSION  
REPORT OF PERSONNEL ACTION

ORM 282  
REVISED 01-69

Employee Name John Doe Employee Number 52650  
Address 621 Main Street Cost Center 555401  
City and State Washington, Iowa Zip Code 66968

SECTION I: APPOINTMENT Effective Date 6/25/--

Original Employment  Reemployment  Return from Leave of Absence  
Class Code 8110; Class Title Highway Mt. Man I;  
Position Number 683-560; Position Title Equip. Operator;  
Pay Range 12; Base Step A; Annual Base Salary \$4,944;  
Longevity Step \_\_\_\_\_; Annual Longevity Salary \_\_\_\_\_;  
Status:  Permanent  Temporary  Hourly  Probationary  
Attached Forms:  W-4, with Social Security No.  IPERS 503 or 15-A

SECTION II: EMPLOYEE UPDATE OR TRANSFER Effective Date \_\_\_\_\_

Class Title.....from \_\_\_\_\_ to \_\_\_\_\_  
Class Code.....from \_\_\_\_\_ to \_\_\_\_\_  
Position Title.....from \_\_\_\_\_ to \_\_\_\_\_  
Position Number.....from \_\_\_\_\_ to \_\_\_\_\_  
Annual Base Salary.....from \_\_\_\_\_ to \_\_\_\_\_  
Base Step.....from \_\_\_\_\_ to \_\_\_\_\_  
Pay Range.....from \_\_\_\_\_ to \_\_\_\_\_  
Annual Longevity Salary...from \_\_\_\_\_ to \_\_\_\_\_  
Longevity Step.....from \_\_\_\_\_ to \_\_\_\_\_  
Status.....from \_\_\_\_\_ to \_\_\_\_\_  
Cost Center.....from \_\_\_\_\_ to \_\_\_\_\_

SECTION III: LEAVE OF ABSENCE.  With Pay  Without Pay

Last date for which salary is due \_\_\_\_\_  
Duration of Leave of Absence \_\_\_\_\_  
Reason for Leave of Absence \_\_\_\_\_

SECTION IV: SEPARATION.

Resignation  Retirement  Death  Discharge  Layoff  
Last date for which salary is due \_\_\_\_\_

SECTION V: REMARKS. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted By: Fred Pfaff 6/10/--  
(Date)

Approved By: (signed) \_\_\_\_\_  
(Department Head or District Engineer) (Date)

Approved By: \_\_\_\_\_  
(Personnel Director) (Date)

IOWA STATE HIGHWAY COMMISSION  
REPORT OF PERSONNEL ACTION

RM 282  
REVISED 01-69

Employee Name John Doe Employee Number 52650  
Address 621 Main Street Cost Center 555401  
City and State Washington, Iowa Zip Code 66968

SECTION I: APPOINTMENT Effective Date \_\_\_\_\_

Original Employment  Reemployment  Return from Leave of Absence  
Class Code \_\_\_\_\_; Class Title \_\_\_\_\_;  
Position Number \_\_\_\_\_; Position Title \_\_\_\_\_;  
Pay Range \_\_\_\_\_; Base Step \_\_\_\_\_; Annual Base Salary \_\_\_\_\_;  
Longevity Step \_\_\_\_\_; Annual Longevity Salary \_\_\_\_\_;  
Status:  Permanent  Temporary  Hourly  Probationary  
Attached Forms:  W-4, with Social Security No.  IPERS 503 or 15-A

SECTION II: EMPLOYEE UPDATE OR TRANSFER Effective Date 6/16/--

Class Title.....	from	<u>H.M.M. I</u>	to	<u>H.M.M. II</u>
Class Code.....	from	<u>8110</u>	to	<u>8111</u>
Position Title.....	from	<u>Equip. Op.</u>	to	<u>Crew. Supv.</u>
Position Number.....	from	<u>683-560</u>	to	<u>683-566</u>
Annual Base Salary.....	from	<u>\$4,944</u>	to	<u>\$5,460</u>
Base Step.....	from	_____	to	_____
Pay Range.....	from	<u>12</u>	to	<u>14</u>
Annual Longevity Salary....	from	_____	to	_____
Longevity Step.....	from	_____	to	_____
Status.....	from	_____	to	_____
Cost Center.....	from	_____	to	_____

SECTION III: LEAVE OF ABSENCE.  With Pay  Without Pay

Last date for which salary is due \_\_\_\_\_  
Duration of Leave of Absence \_\_\_\_\_  
Reason for Leave of Absence \_\_\_\_\_

SECTION IV: SEPARATION.

Resignation  Retirement  Death  Discharge  Layoff  
Last date for which salary is due \_\_\_\_\_

SECTION V: REMARKS. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted By: Fred Pfaff 6/10/--  
(Date)

Approved By: (signed) \_\_\_\_\_  
(Department Head or District Engineer) (Date)

Approved By: \_\_\_\_\_  
(Personnel Director) (Date)

IOWA STATE HIGHWAY COMMISSION  
REPORT OF PERSONNEL ACTION

RM 282  
REVISED 01-69

Employee Name John Doe Employee Number 52650  
Address 621 Main St. Cost Center 555401  
City and State Washington, Iowa Zip Code 66968

ACTION I: APPOINTMENT Effective Date \_\_\_\_\_

Original Employment  Reemployment  Return from Leave of Absence  
Class Code \_\_\_\_\_; Class Title \_\_\_\_\_;  
Position Number \_\_\_\_\_; Position Title \_\_\_\_\_;  
Pay Range \_\_\_\_\_; Base Step \_\_\_\_\_; Annual Base Salary \_\_\_\_\_;  
Longevity Step \_\_\_\_\_; Annual Longevity Salary \_\_\_\_\_;  
Status:  Permanent  Temporary  Hourly  Probationary  
Attached Forms:  W-4, with Social Security No.  IPERS 503 or 15-A

ACTION II: EMPLOYEE UPDATE OR TRANSFER Effective Date \_\_\_\_\_

Class Title.....from \_\_\_\_\_ to \_\_\_\_\_  
Class Code.....from \_\_\_\_\_ to \_\_\_\_\_  
Position Title.....from \_\_\_\_\_ to \_\_\_\_\_  
Position Number.....from \_\_\_\_\_ to \_\_\_\_\_  
Annual Base Salary.....from \_\_\_\_\_ to \_\_\_\_\_  
Base Step.....from \_\_\_\_\_ to \_\_\_\_\_  
Pay Range.....from \_\_\_\_\_ to \_\_\_\_\_  
Annual Longevity Salary....from \_\_\_\_\_ to \_\_\_\_\_  
Longevity Step.....from \_\_\_\_\_ to \_\_\_\_\_  
Status.....from \_\_\_\_\_ to \_\_\_\_\_  
Cost Center.....from \_\_\_\_\_ to \_\_\_\_\_

ACTION III: LEAVE OF ABSENCE.  With Pay  Without Pay

Last date for which salary is due June 30  
Duration of Leave of Absence 30 days  
Reason for Leave of Absence Army Reserve Training Camp

ACTION IV: SEPARATION.

Resignation  Retirement  Death  Discharge  Layoff  
Last date for which salary is due \_\_\_\_\_

ACTION V: REMARKS. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted By: Fred Pfaff 6/10/--  
(Date)

Approved By: (signed) \_\_\_\_\_  
(Department Head or District Engineer) (Date)

Approved By: \_\_\_\_\_  
(Personnel Director) (Date)

IOWA STATE HIGHWAY COMMISSION  
REPORT OF PERSONNEL ACTION

RM 282  
REVISED 01-69

Employee Name John Doe Employee Number 52650  
Address 621 Main St. Cost Center 555401  
City and State Washington, Iowa Zip Code 66968

SECTION I: APPOINTMENT Effective Date \_\_\_\_\_

Original Employment  Reemployment  Return from Leave of Absence  
Class Code \_\_\_\_\_; Class Title \_\_\_\_\_;  
Position Number \_\_\_\_\_; Position Title \_\_\_\_\_;  
Pay Range \_\_\_\_\_; Base Step \_\_\_\_\_; Annual Base Salary \_\_\_\_\_;  
Longevity Step \_\_\_\_\_; Annual Longevity Salary \_\_\_\_\_;  
Status:  Permanent  Temporary  Hourly  Probationary  
Attached Forms:  W-4, with Social Security No.  IPERS 503 or 15-A

SECTION II: EMPLOYEE UPDATE OR TRANSFER Effective Date \_\_\_\_\_

Class Title.....from \_\_\_\_\_ to \_\_\_\_\_  
Class Code.....from \_\_\_\_\_ to \_\_\_\_\_  
Position Title.....from \_\_\_\_\_ to \_\_\_\_\_  
Position Number.....from \_\_\_\_\_ to \_\_\_\_\_  
Annual Base Salary.....from \_\_\_\_\_ to \_\_\_\_\_  
Base Step.....from \_\_\_\_\_ to \_\_\_\_\_  
Pay Range.....from \_\_\_\_\_ to \_\_\_\_\_  
Annual Longevity Salary....from \_\_\_\_\_ to \_\_\_\_\_  
Longevity Step.....from \_\_\_\_\_ to \_\_\_\_\_  
Status.....from \_\_\_\_\_ to \_\_\_\_\_  
Cost Center.....from \_\_\_\_\_ to \_\_\_\_\_

SECTION III: LEAVE OF ABSENCE.  With Pay  Without Pay

Last date for which salary is due \_\_\_\_\_  
Duration of Leave of Absence \_\_\_\_\_  
Reason for Leave of Absence \_\_\_\_\_

SECTION IV: SEPARATION.

Resignation  Retirement  Death  Discharge  Layoff  
Last date for which salary is due July 1

SECTION V: REMARKS. Reason for resignation:  
Took better paying job.

Submitted By: Fred Pfaff 6/1/--  
(Date)

Approved By: (signed) \_\_\_\_\_  
(Department Head or District Engineer) (Date)

Approved By: \_\_\_\_\_  
(Personnel Director) (Date)

TRAVEL FORMS

Form 5, Request For Attendance at In-State Conferences and Seminars

This form is completed in triplicate as shown on the sample (plus one copy for your own files if desired), signed by the Department Head and Division Director, and sent to the Secretary to the Director of Highways. After the Director of Highways approves, a copy will be returned to you.

For detailed instructions on travel, see Administrative Policy No. 0111.

REQUEST FOR ATTENDANCE OF IN-STATE CONFERENCES AND SEMINARS  
ICE OF THE DIRECTOR OF HIGHWAYS

ation is hereby requested to attend the following conference or seminar:

Conference or Seminar: Paperwork Simplification Seminar

Des Moines, Iowa

or Attendance: To perform a more professional analysis of paperwork  
through the use of simplification principles.

Transportation: personal car

Date: July 23 Returning Date: July 27

es Attending: H. L. Cantonwine, R. E. Hagen

d Total Cost: \$300.00

Requested By: L. E. Butler Date: May 7, 1970  
(Department Head)

Recommended By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Division Head)

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director of Highways)



Request for Travel Authority (Outside of Iowa)

This form can be obtained from the Director of Highways' Office. The form is completed as shown on the sample. Note that the Department is the Highway Commission and the Division is the Commission Department. The form is not signed by the Department Head, but by the Director of Highways. Three white copies and one yellow copy are sent with four copies of the letter of justification to the Secretary of the Director of Highways. (You may make a copy for your files if you wish.) She will inform you when approval is given by the Director of the Commission and by the State Executive Council.

Contrary to the instruction on the form, requests for more than one person to travel to the same destination may be made on the same form. If necessary, a sheet with the additional names should be attached. The need for more than one person to attend the same meeting should be explained.

Refer to Administrative Policy 0111 on Travel Authority.

For information on travel by Commission plane, see "Reserving Airplane", page 40. Note that second and third digits of the Primary Road Fund Number change each fiscal year.

Some employees have blanket permission for out-of-state travel. Blanket permits must be requested each January, and this form must still be submitted as formality.

Executive Council allows only one day before and one day after the meeting.



The Executive Council, in meeting held March 6, 1969, adopted the following policy pertaining to out-of-state travel:

1. The department head is to state the number of prior trips taken in the present calendar year and any pending trips that may be anticipated for the individual for whom travel authorization is requested.
2. Requests for travel authorization are to be submitted as early as possible. The Council asks that they be submitted far enough in advance that there will be at least two (2) Council meetings before the departure date. Where this is impossible (because of short notice, etc.) the circumstances are to be stated in the request.
3. Department heads shall submit all requests where more than one employee is involved, at the same time; when this is impossible, if additional employees are traveling to the same destination this is to be specifically brought to the Council's attention. In all instances where more than one person is traveling to the same destination, the requests must include an adequate explanation as to why more than one person is required to make the trip.
4. All travel by air shall be made at coach class when available rather than first class, and those traveling by car shall be limited to the equivalent of tourist class fare or 10 cents per mile, whichever is lower.
5. Blanket travel authority shall not extend outside the United States.
6. State employees shall be required to take airport limousines when available instead of taxis. This policy is not intended to be a prohibition against taxis, but rather to limit the expenditures to that of the limousine service. Hence, it is possible to share taxis with others and in emergency situations to use taxis.
7. State employees are to request the hotel or motel to state on the bill the single room rate when other than a single room rate was charged.
8. In the event an employee's period of absence from the state exceeds the time allowed for the conference or meeting plus an additional day of travel, this fact shall be noted in the travel request.
9. Employees must continue, upon the request of the Executive Council, to furnish a written report detailing the benefits derived.
10. As in the past, out-of-state travel to be reimbursed from other than state funds is to be submitted for approval
11. Where there is a choice of room rates available and the minimum rate room is satisfactory, the minimum rate room is to be occupied.

FORM 33, EMPLOYEE SUGGESTIONS

The employee suggestion form can be obtained from Office Supplies. To submit an employee suggestion, complete one copy of the form and send it to the Management Review Department in Ames. Your suggestion will be reviewed by the department head, whose area of responsibility is involved, and by Management Staff. If your suggestion is approved, a copy will be included in your personnel file.

Further details can be found in Administrative Policy 0601.

LOYEE SUGGESTION

(Please Type or Print) Marie Sande		DEPT or RESIDENCY Deputy Chief Engrs.	DO NOT WRITE IN THIS BOX SUGGESTION NO.	
ESS 26 Lincolnway	TOWN or CITY Ames, Iowa	ZIP CODE 50010		DATE RECEIVED
INSTRUCTIONS: (One suggestion per form) Describe suggestion and the proposed effect for the betterment of the Highway Commission in detail. If more space is required use additional pages, and attach sketches if necessary. Submit directly to: MANAGEMENT REVIEW DEPARTMENT, CENTRAL OFFICE, IOWA STATE HIGHWAY COMMISSION, DES MOINES, IOWA 50010				REVIEWING DEPT.
				FINAL ACTION

IMPROVEMENTS WHICH WILL RESULT IN INCREASED: (Please Check)

<input type="checkbox"/> Economy	<input checked="" type="checkbox"/> Public Relations	<input type="checkbox"/> Safety
<input type="checkbox"/> Morale	<input checked="" type="checkbox"/> Efficiency	<input type="checkbox"/> Other

SUGGESTION: That a procedural or instructional manual be prepared for  
retaries and stenographers. Such a manual would include a great number  
items of which a few might be, correspondence requiring a blue memo and  
that requiring letterhead, preparation of Commission orders or resolutions  
uniformity, a listing of technical words used on a regular basis and  
due to the highway industry, use of central filing system, telephone  
techniques, instructions for reproduction services, etc.,

PROPOSED EFFECT: Such an operating manual would give uniformity of correspondence  
which is especially important from a public image standpoint. If all inter-  
mission correspondence is on a blue memo, it is easily recognized and  
facilitates sorting of mail, filing, etc. A list of regularly used technical  
words inherent to the highway industry (perhaps a short definition should be  
included) would save much time especially for the new steno. A statement of  
what field correspondence requires envelopes and which does not would be of  
help to the person responsible for sending out the mail and could (more)

well result in a savings of postage.

Any filing system to be effective requires cooperation and uniformity of identification from all.

In some areas there would be modifications required for field offices, but I feel it would be for the good of the Highway Commission state wide.

There have been memo instructions on some of these items, and others; but if the Secretary is not the one to sort and distribute the mail, she may never see the instruction. If all such instructions were assembled in a procedures book and updated as required, it would certainly save time and be of great help to stenos and secretaries. A copy of such an instruction or procedural manual should be available for each steno or secretary to study and have for reference at her desk.

FORM 177, REQUEST FOR CHANGES OR CORRECTIONS ON PAYROLL RECORD

This form should be used to inform the Accounting Department if you move, marry, divorce, or have any similar change, or, if some item of information is incorrectly recorded on Highway Commission records.

You need not fill in every line; only those where a change has been made or a correction is required. The sample form is completed to show a name change by marriage.

Form 177 is completed in quadruplicate and distributed as noted on the form. The form is available from the Store-room in pads of 100.



IOWA STATE HIGHWAY COMMISSION

REQUEST FOR CHANGES OR CORRECTIONS ON PAYROLL RECORD

TO: ACCOUNTING DEPARTMENT, PAYROLL SECTION, AMES, IOWA, 50010

OOEE NO. 4,2,1	NAME OF EMPLOYEE (IF NAME CHANGE IS REQUESTED, GIVE NAME PRIOR TO REQUEST) Jane Carson	COST CENTER 0,6,1,0,0,0
-------------------	---	----------------------------

MAKE THE FOLLOWING CHANGES OR CORRECTIONS TO MY PAYROLL RECORD:

CHECK THE APPROPRIATE BOXES AND PRINT THE CORRECT INFORMATION IN THE SPACES PROVIDED BELOW.

<input checked="" type="checkbox"/> LAST NAME	Jones
<input type="checkbox"/> FIRST NAME	
<input checked="" type="checkbox"/> MIDDLE NAME OR INITIAL	C
<input checked="" type="checkbox"/> MARITAL STATUS	married
<input checked="" type="checkbox"/> PAYROLL NAME	Jane C. Jones
<input type="checkbox"/> HOME ADDRESS	
<input type="checkbox"/> CITY, STATE, AND ZIP CODE	
<input type="checkbox"/> BIRTHDAY	
<input type="checkbox"/> SOCIAL SECURITY NO.	

OR CHANGES ON INCOME TAX WITHHOLDING. USE A W-4 FORM.

SPECIAL COMMENT OR EXPLANATION:

DISTRIBUTION:

- WHITE COPY - ACCOUNTING DEPT.
- GREEN COPY - ACCOUNTING DEPT.
- YELLOW COPY - EMPLOYEE'S DEPT. - FILE COPY
- INK COPY - EMPLOYEE'S COPY

SIGNATURE: Jane C. Jones  
(REQUESTING EMPLOYEE)

DATE: June 17, 19--

## I.S.H.C. STOCK ISSUE

Form 291 is used to obtain stock items from inventory. It is completed in triplicate and all three copies presented at the central warehouse or field inventory site. Fill out each item on the form as follows:

ISHC Stock Number - The nine-digit number identifying the material is in the Stock Catalogue.

Quantity Requested in Units of Issue - Use the units indicated in the Stock Catalogue.

Description - Use the complete Stock Catalogue description.

System Number - The systems number is to be completed only when costs are charged to a Construction, Right of Way, or Design project. (Refer to Accounting Manual Chapter V-B.)

County Number - The county number must be given when costs are reported to a State control number or project number, or when the function requires county identification. The System Number may be omitted.

Control Section or Building Number - This must be filled in when costs are reported to a State control project number or a specific building. The System Number is left blank.

A-Number, B-Number, Job Number, Bridge Number - Use the letter designation "A", "B", OR "J" and the five-digit number when material is charged to a piece of A or B equipment or to a particular job.

Rural, Urban - Write "1" for rural or "2" for urban when material is to be charged to a construction project.

Part-1, N.P.-2, Susp.-3 - To be completed only when material is to be charged to a construction project. Write "1" for participating, "2" for non-participating, and "3" for suspense. (Refer to Accounting Manual Chapter XI-D.)

Object Code - Leave blank.

Function Code - Fill in the function code. (See Accounting Manual Chapter IV.)

Under "Charge to" in the lower right-hand corner of the form, fill in:

Name of department or residency  
six-digit cost center number  
date  
signature of requesting authority.

When the material is received, the person who receives it signs and fills in the date.

If you have any questions on the use or completion of this form, consult the Inventory Control Policies and Procedures Manual or the Inventory Management Department.

LOCATION

7 6 1 0 0 0 0 9 2 8 7 0 U41410

I. S. H. C. STOCK NUMBER	QUANTITY REQUESTED IN UNITS OF ISSUE	DESCRIPTION	QUANTITY ISSUED	SYSTEM NUMBER	COUNTY NUMBER	CONTROL SECTION OR BLDG. NUMBER	UNIT OR PAREN. NO.	A-NUMBER S-NUMBER JOB NUMBER BRIDGE NUMBER	RURAL 1 URBAN 2	PART. 1 N. P. 2 SUSP. 3	OBJECT CODE	FUNCTION CODE
000360391	1	Pentel Pencil										010
000000900	100	Form 9										010
000310900	1	Rubber Cement										010

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SHIPPING DATA (use only when issue requires I S H C delivery service)			MATERIAL ISSUER'S SIGNATURE		DATE
Deliver To: Warehouse Name	Route No.	INVENTORY MANAGEMENT	DATE		<b>CHARGE TO</b> COST CENTER NAME: Management Review COST CENTER: 061000 LOC NO: 000 REQUESTOR'S SIGNATURE: <i>[Signature]</i> DATE: 9/1/10 RECEIVER'S SIGNATURE: _____ DATE: _____
The above materials are not carried in this warehouse, but will be delivered directly to the requestor upon receipt at this warehouse.	No. Pkgs.	CERTIFYING SIGNATURES			
		PACKED BY	DATE		
		REC'D FOR SHIPPING BY	DATE		
		LOADED BY	DATE		
(Warehouse man's signature)	DATE	DELIVERED BY	DATE		
COMMENTS:	WEIGHT	RECEIVED BY	DATE		
	LBS.				

SAMPLE

FORM 289 REQUEST FOR PURCHASE

Form 289 is used to request purchase of items not carried in inventory. It must be signed by an employee at the level of department head, resident engineer or above. The original is sent to the Inventory Management Department and the copy retained by the originator.

The following information should be included when it applies:

c/o - The individual or organizational unit and address.  
(All shipments to Central Offices go to: Inventory Management, Shipping and Receiving Section)

Quantity - how many

Unit price - (to be estimated, or request an estimate from the Purchasing Department)

Amount - (quantity times unit price)

Manufacturer's part number, size, or other identification

Object Code

Description

Total of Estimated Costs

Name of Department or Residency

Cost Center (see Accounting Manual)

Location Number (see Accounting Manual)

System Number (see Accounting Manual, Chapter V-B)

County Number (When county number is used, System Number is left blank)

Control Section or Building (If this is used, System Number is left blank)

Parent or Unit - Used when costs are charged to a contract within a Control Section. For field maintenance, the first digit is always zero and the number indicates highway surface type.

Equipment or Job Number - Used when request is for parts or service for A or B equipment; or for a particular job, use A, B, or J, and the five-digit number.

Function Code - Must be included (see Accounting Manual)

Rural "1" or Urban "2" for construction projects only.

Participating - "1", Non-Participating - "2", or Suspense - "3" for construction projects only.

Required delivery date - Date material or service is needed.

Requester's Justification - Use this section for special instructions or comments, for example, that no substitutions should be made.

Originator - Should be signed by person making the request if he is not authorized.

Authorized Signature - To be signed by the department head, resident engineer, or other authorized person.

(DO NOT COMPLETE SHADED AREAS, PURCHASING DEPT. USE ONLY)

SHIP TO: IOWA STATE HIGHWAY COMMISSION  
 C/O Inventory Management - Shipping and Receiving  
 ADDRESS: 826 Lincoln Way  
 CITY AND STATE: Ames, Iowa  
 ZIP CODE: 50010

COMMENTS:

REQUIRED DELIVERY DATE: SPECIAL MARKING REQUIRED: TERMS:

QUANTITY	COST ESTIMATE		MANUFACTURER PART NUMBER OR SIZE	OBJ. CODE	DESCRIPTION	VENDOR CODE	QUANTITY	UNIT PRICE	AMOUNT
	UNIT PRICE	AMOUNT							
200	\$0.14	\$28.00	35mm #3061	504	plastic take-up spools				
1500	\$0.09	\$135.00	16mm #3060	504	plastic take-up spools				
4 gal.	\$5.20	\$20.80	#4228	504	Recordak Prostar Developer				
			*vendor recommended:						
			Eastman Kodak Company						
			1220 Farnam Street						
			Omaha, Nebraska 68102						
EST. TOTAL: ▶		\$183.80				ACTUAL TOTAL: ▶			

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DEPARTMENT NAME: Data Processing  
 COST CENTER: 1 | 1 | 5 | 0  
 LOC. NO.:  
 SYST. NO.:  
 C.O. NO.:  
 CTL. SEC. OR BLDG.:  
 PAREN OR UNIT:  
 EQUIP. OR JOB NO.:  
 FUNCTION CODE: 0 | 2 | 0  
 RURAL - 1  
 URBAN - 2  
 PART - 1  
 NON-PART - 2  
 SUSPENSE - 3

REQUIRED DELIVERY DATE: REQUESTOR'S JUSTIFICATION:

SAMPLE

ORIGINATOR: X DATE: X AUTHORIZED SIGNATURE: X DATE: X INVENTORY MANAGEMENT: DATE:



## EQUIPMENT CLASSIFICATIONS

Equipment is classified into six categories. You may need to know these for completing forms, keeping office inventory, or for other duties. The equipment classifications are:

- "A" - Self-propelled equipment, including parts, labor, and fuel
- "B" - Non-self-propelled equipment
- "C" - Office furniture and machines
- "D" - Shop equipment, including storage tanks and bins
- "E" - Engineering equipment
- "F" - Radio equipment, including labor, materials, and accessories.

SUPPLIES FORMS

Request for Equipment, No. 741

Complete the form as indicated on the sample, with three copies. Send original, second, and third copies to Central Services. Retain fourth copy for your file.

Request for Disposal of Equipment, No. 723

Complete as indicated on the sample, and send all three copies to Central Services.

Equipment Moving Report, No. 474

This form is used when equipment is transferred from one department to another. It should be initiated by the office from which the equipment is being moved and signed by the head of that office (disbursing official).

The receiving official should fill in the function code for any equipment of class 7-59 and sign the form.

If equipment is sent to Ames, leave the new cost center blank. If it is junked in the field, mark "junked" box and fill in cost center 1690.

Send all three copies to Central Services.

SAMPLE

CENTRAL SERVICES  
USE ONLY

# REQUEST FOR EQUIPMENT

--	--	--	--	--

**CENTRAL SERVICES DIRECTOR**

L. E. Butler  
 Requesting Authority  
Management Review  
 Deliver to

Equipment Cost Center 0 6 1 0 0 0 0  
 Object 7 0 3  
 Function 0 1 0

one: Additional \_\_\_\_\_ A-B-C-D-E-F Replacement X CD-E-F

D-E-F No. Replaced 363

be what is wanted in terms of quantity, size, brand, type, title, make, mfg., catalog number and page, when appli-  
 Estimated cost is essential on all items.

QUANTITY	DESCRIPTION	CATALOG NUMBER	UNIT PRICE	TOTAL	CENTRAL SERVICES USE ONLY
1	Selectric Typewriter Carbon Ribbon Topaz Bronze Courier 72 - 10 pitch		\$486 less trade in		

January 29, 1970

Signature: Requesting Authority

Date

Signature and approval: Funds for the above items are provided in the appropriate budget for the current year.

Signature: Head — District Engineer

Date

Signature: Approved for Purchasing  
Dir. — Central Services

Order for only one cost center and one class of equipment on this form.  
 Original, second and third copy to Central Services.  
 Retain fourth copy for field file.

(ORIGINAL)

SAMPLE

723 1-69

STATE HIGHWAY COMMISSION  
RAL SERVICES DEPARTMENT  
EST FOR DISPOSAL OF EQUIPMENT

Equipment Serial no. C 00689M  
License no. \_\_\_\_\_  
Class of Equipment C

Submit all three copies to Central Services

EST

Authorization is requested to dispose of the following equipment:

By sale \_\_\_ By junking \_\_\_ By release to Central Services X  
By conversion \_\_\_ By transfer to \_\_\_ Location by town \_\_\_\_\_

Cost Center 0610

Description Dictator

Make Dictaphone Type Timemaster Model \_\_\_\_\_

Mfrs. Serial no. 186998 Motor no. \_\_\_\_\_

Reason for request No value; out-dated

Requesting Authority X Title Director of Mgmt. Review Date 6/12/70

SECTION REPORT IF "A", "B" or "D"

CENTRAL SERVICES  
Automotive Equipment Inspector

Inspection has been made of the above equipment and it is recommended  
that request be approved \_\_\_ Not approved \_\_\_

Condition: \_\_\_\_\_

Inspector: \_\_\_\_\_ Date \_\_\_\_\_

APPROVAL: \_\_\_\_\_

District Engineer \_\_\_\_\_ Date \_\_\_\_\_

FINAL DISPOSITION Approved \_\_\_ Not approved \_\_\_

Remarks: \_\_\_\_\_

Date \_\_\_\_\_ Central Services



FORM 474  
25M - 2-68-14801  
PB 15067

# EQUIPMENT MOVEMENT REPORT

## IOWA STATE HIGHWAY COMMISSION

COPY 1  
TO CENTRAL SERVICES

EQUIPMENT NUMBER						
1	2	6	7			
C	0	3	5	2	7	C

CODE	DATE			JUNKED	SOLD	TRADED				
8	9	10	15	16	16	16				
0	2	1	2	1	7	6	9			X

CODE	COST CENTER			DATE			CODE	FUNCTION			TRANSFER						
8	9	10	15	16	19	19	8	9	10	12							
0	1	0	6	1	0	0	0	1	2	6	9	0	3	0	1	0	X

CODE	TOWN																
8	9	10	23														
1	3	A	m	e	s												

LICENSE MFG SERIAL NO. \_\_\_\_\_ OLD COST CENT. 0810 P.O. NO. \_\_\_\_\_ ASSIGNED TO A-NO \_\_\_\_\_ ITEM DESCRIPTION Swivel Chair

SIGNATURE OF RECEIVING OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_ SIGNATURE OF DISBURSING OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_  
CASH RECEIVED \_\_\_\_\_ TO \_\_\_\_\_

FORM 474  
25M - 2-68-14801  
PB 15067

# EQUIPMENT MOVEMENT REPORT

## IOWA STATE HIGHWAY COMMISSION

COPY 2  
TO RECEIVING OFFICIAL

EQUIPMENT NUMBER						
1	2	6	7			
C	0	3	5	2	7	C

CODE	DATE			JUNKED	SOLD	TRADED				
8	9	10	15	16	16	16				
0	2	1	2	1	7	6	9			X

CODE	COST CENTER			DATE			CODE	FUNCTION			TRANSFER						
8	9	10	15	16	19	19	8	9	10	12							
0	1	0	6	1	0	0	0	1	2	6	9	0	3	0	1	0	X

CODE	TOWN																
8	9	10	23														
1	3	A	m	e	s												

LICENSE MFG SERIAL NO. \_\_\_\_\_ OLD COST CENT. 0810 P.O. NO. \_\_\_\_\_ ASSIGNED TO A-NO \_\_\_\_\_ ITEM DESCRIPTION Swivel Chair

SIGNATURE OF RECEIVING OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_ SIGNATURE OF DISBURSING OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_  
CASH RECEIVED \_\_\_\_\_ TO \_\_\_\_\_

FORM 474  
25M - 2-68-14801  
PB 15067

# EQUIPMENT MOVEMENT REPORT

## IOWA STATE HIGHWAY COMMISSION

COPY 3  
TO DISBURSING OFFICIAL

EQUIPMENT NUMBER						
1	2	6	7			
C	0	3	5	2	7	C

CODE	DATE			JUNKED	SOLD	TRADED				
8	9	10	15	16	16	16				
0	2	1	2	1	7	6	9			X

CODE	COST CENTER			DATE			CODE	FUNCTION			TRANSFER						
8	9	10	15	16	19	19	8	9	10	12							
0	1	0	6	1	0	0	0	1	2	6	9	0	3	0	1	0	X

CODE	TOWN																
8	9	10	23														
1	3	A	m	e	s												

LICENSE MFG SERIAL NO. \_\_\_\_\_ OLD COST CENT. 0810 P.O. NO. \_\_\_\_\_ ASSIGNED TO A-NO \_\_\_\_\_ ITEM DESCRIPTION Swivel Chair

SIGNATURE OF RECEIVING OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_ SIGNATURE OF DISBURSING OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_  
CASH RECEIVED \_\_\_\_\_ TO \_\_\_\_\_

## TERMS AND ABBREVIATIONS

Generally it is not proper to use abbreviations in correspondence or other formal writing. There are, however, many terms and abbreviations used in highway work with which you will need to be familiar.

If the word or abbreviation about which you have a question is not listed here, check the AASHO Highway Definitions pamphlet from the library, or the Standard Specifications book.

- A AASHO - American Association of State Highway Officials
  - AC - asphaltic concrete
  - ADT, adt - average daily travel
  - AFE - Authority for Expenditure
  - AG - Attorney General
  - Allocation - distribution; assignment (of funds)
  - Appropriation - money set aside by formal action for a specific purpose
  - ARBA - American Road Builders Association
  - ATB - asphalt treated base
  - abutment - the structure which supports the ends of a bridge
  - angle iron - a piece of iron or steel in the form of a right angle, used for joining or reinforcing two beams, girders, etc.
- 
- B b-b - back to back curb section of an urban highway
  - BOP - beginning of project
  - BPR - Bureau of Public Roads, now the Federal Highway Administration
  - BSR - Budget Status Report

backfill - material used to replace or the act of replacing material removed during construction, or, material placed or the act of placing material adjacent to a structure

backslope - the sloping surface of a cut, borrow pit or ditch of which the downward inclination is toward the traveled way

bench mark - a mark on a permanent object indicating elevation and serving as a survey reference

berm - compacted dirt slope built up to the level of a bridge abutment

biennium - two-year period

C CL,  $Q_c$ , centerline - the center of a highway

CM - concrete monument

CMI - trade name for a machine used in subgrade preparation and paving

CPA - Certified Public Accountant

CPS - Certified Public Secretary

calibration - testing of plant equipment or scales for compliance to specification standards

cantilever - that portion of a bridge extending beyond the supporting structure

climbing lane - an additional lane outside the normal roadway to accommodate slow-moving vehicles

cloverleaf - a four-leg interchange with ramps for left turns and outer connections for right turns or two-way ramps for these turns. A full cloverleaf has ramps for two turning movements in each quadrant.

coding - converting into the system and characters which can be understood by a computer

cold mix - a type of bituminous mix

condemnation - the process by which property is acquired for public purposes through legal proceedings under power of eminent domain



core - a cylindrical sample cut out of materials to determine depth and quality of the various layers of materials

cored - material from which a core sample has been cut

crawler-scoop - an earth-moving machine which operates on caterpillar tracks

cul-de-sac - a city street open at one end only and with provisions for turning around at the other end

culvert - a drain or waterway of pipe or masonry which crosses under a road or embankment

D DCE - District Construction Engineer

DE - District Engineer

DME - District Maintenance Engineer

DP - Data Processing (Department)

data - information; facts. The singular is datum.

E ECL - east corporate limits

EDP - electronic data processing

EEO - Equal Employment Opportunity

EIT - engineer in training

EOP - end of project

EOS - end of spiral (survey term)

EW0 - extra work order

eminent domain - the power to take private property for public use without the owner's consent, upon payment of just compensation

- F FAS - federal aid secondary road system  
FHWA - Federal Highway Administration  
FICA - Federal Insurance Contributions Act (social security)  
FM - farm-to-market (road system)  
F/Y - Fiscal Year  
flow chart - a graphical representation of a sequence of operations using standard symbols  
foreslope - the sloping surface of an embankment, ditch, or borrow pit of which the downward inclination is away from the traveled way  
full depth patching - road patching applied to all levels down to the base

- G gradient - steepness of a slope given as a ratio of height to length

- H hc - horizontal curve  
HP - Highway Planning (Department)  
HRB - Highway Research Board  
harrow - a machine dragged along the ground to pulverize soil in preparation for seeding  
Highway Classification - In 1970, the Legislature passed a law establishing a new system of highway classification. When this is established and in operation, the highway systems will be:

<u>Primary</u>	<u>Secondary</u>	<u>Municipal</u>
freeway/expressway (including Interstate)	trunk	municipal arterial
arterial	trunk collector	municipal collector
arterial connector	area service	municipal service

State park and institutional roads

honeycomb - pitting or unevenness of a surface

I ID - inside diameter

IHC - Iowa Highway Commission

IHRB - Iowa Highway Research Board

IM - instructional memorandum, intra-departmental memorandum

IPERS - Iowa Public Employees Retirement System

ISHC - Iowa State Highway Commission

input - information read into a data processing unit

J jute mesh - loosely woven burlap fabric placed over new seeding to prevent its washing away

K Key Punching - transferring data to cards or tape which a computer can understand by a keyboard operation which punches holes in the cards or tape

Key Punch Operator - person who operates keyboard machine which punches cards or tape.

L lt - left

Local Secondary - road system

M M & D Work - moisture and density determination  
MC/ST - Magnetic Card Selectric Typewriter  
mph - miles per hour  
magnetic tape - a type of computer storage or memory unit

N NCHRP - National Cooperative Highway Research Program  
NCL - north corporate limits  
No. - number

O OD - outside diameter  
OEO - Office of Economic Opportunity  
OEP - Office Emergency Preparedness (fund)  
output - (in data processing) information produced by a computer

P pc - point of curvature  
PCC - Portland Cement Concrete  
PE - Professional Engineer  
PL - property line  
PPM - (Administrative) Policies and Procedures Manual  
PRF - Primary Road Fund  
PS & E - preliminary survey and engineering  
psi - pounds per square inch  
par-clo - partial cloverleaf

paren number - see project number, page 33-34

partial cloverleaf - an interchange of clover leaf type but  
not qualifying as a full cloverleaf -  
see cloverleaf

pier - structure which supports the spans of a bridge

polyethylene - a light weight thermoplastic used for its  
moisture barrier and insulating properties

program - set of coded instructions to a computer

programmer - person who writes the detailed instructions to  
a computer

project number - state control number used to identify con-  
struction and right of way projects

pulverize - to break into small bits or powder

R RCB - reinforced concrete box (culvert)

RCE - Resident Construction Engineer

RME - Resident Maintenance Engineer

row; ROW - right of way

ROW - Right of Way (Department)

RUT - Road Use Tax

Reeds canary - a grass used in erosion control

right of way - the land area which is reserved or secured by  
the contracting authority for constructing the  
work or for obtaining material therefor

rip-rap - stone laid on an embankment to prevent washing

rt - right

S SCL - south corporate limits

ST - spiral tangent

slip form paver - a machine used in paving, with Portland cement concrete

snap ties - breakable wire used to tie forms in place while concrete masonry is being constructed

sorter - a mechanical device which reads and sorts punched cards according to instructions (data processing term)

spall, spaul - a portion of concrete surface which breaks out

sump pump - pump used to drain a pit or well where water collects

systems analyst - a person who designs, analyzes and diagrams systems, which a programmer then codes into a computer language

T T & E Rating - Training and Experience Rating (see page 54)

tie wire - thin wire twisted around two pieces of reinforcing steel to hold them in position while concrete is being poured

TO, T/O - Table of Organization; a bound computer printout of all employees and approved positions

TOPICS - Traffic Operations Program to Improve Capacity and Safety, formerly "Urban Area Traffic Operations Improvement Program"

TS - tangent spiral

TWO - Traffic Weight Operations (Department)

U UAC - use as constructed

V vc - verticle curve

vpd - vehicles per day

visqueen plastic - thin plastic sheet commonly used as a subgrade moisture barrier under concrete paving

W WCL - west corporate limits

well-point system - a method of reducing ground water levels by pumping from pipes driven into the soil

wing walls - end wall sections on culverts or bridges



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