

**WEST VIRGINIA DIVISION OF HIGHWAYS**  
**ADMINISTRATIVE OPERATING PROCEDURES, SECTION V**  
**STUDY GUIDE**  
**CHAPTER 7**

#	ANSWER	QUESTION
1		True or False: The crew size is probably the most important section of the Performance Standards to use for scheduling.
2		What are two work control reports that the Supervisor should have available to him/her?
3		What would you find in the "Nonchargeable Cost to Date" column in the FIELD PRODUCTION/COST report?
4		In the OM-41 weekly maintenance schedule, does the "Number of Men Assigned" include the County Maintenance Administrator, Office Assistants or Maintenance Assistants?
5		The OM-41 must be prepared and posted _____ weeks in advanced of the proposed work week.

EMPLOYEE NAME: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_