

INSTRUCTIONS

1. All VMF's and Auxiliary VMF's will complete one Form 4513 each workday.
2. All vehicles carried from the previous day will be re-entered in red ink with an explanation of delay's.
3. All vehicles requiring maintenance (including those not yet in shop but that are out of service awaiting repairs) will be listed and all columns completed relative to each vehicle.
4. The General Supervisor will review and sign in the appropriate

5. block at the end of the last tour that day, and take action as required.
6. The Fleet Manager will, on the next day, review and sign in the appropriate block and take action as required.
7. Number of employees not reporting for duty.
8. Roster of employees off duty will reflect the employees who are off duty and the reason — A/L, S/L, etc., as well as vacant positions.

RETAIN THIS FORM ON FILE FOR 3 ACCOUNTING PERIODS

NUMBER OF EMPLOYEES SCHEDULED AND REPORTING

Date	Tour 1		Tour 2		Tour 3	
	Authorized Comple- ment Scheduled	Reporting	Authorized Comple- ment Scheduled	Reporting	Authorized Comple- ment Scheduled	Reporting
Mechanics						
Garagemen						
Others						
TOTAL ▶						

ROSTER OF EMPLOYEES OFF DUTY

Date	Tour 1		Tour 2		Tour 3	
	Mechanics Des. Act. Code 15-1		Mechanics Des. Act. Code 15-1		Mechanics Des. Act. Code 15-1	
	Reason	Name	Reason	Name	Reason	Name

Date	Garagemen Des. Act. Code 15-2		Garagemen Des. Act. Code 15-2		Garagemen Des. Act. Code 15-2	

Date	Others Des. Act. Code 05-3 & 15-3		Others Des. Act. Code 05-3 & 15-3		Others Des. Act. Code 05-3 & 15-3	