FORM CD-465 LF U.S. DEPARTMENT OF COMMERCE INSTRUCTIONS: All employees who are covered by an alternative work schedule program (2-86) DAO 202-610 using a sign-in/sign-out method of time accounting must sign this form and note the time when reporting to and departing from work. Those who are on programs with flexible lunch periods **ALTERNATIVE WORK SCHEDULE** may also be required by their program guidelines to sign in and out for lunch. The first **ATTENDANCE LOG** covered employee to arrive for the day should enter the date and sign in or out on the next available line. If the page is filled, date the next page and use the first line. A proper entry ORGANIZATION consists of recording the time, whether you are arriving or departing, any pertinent remarks, DATE and signing with at least your first initial and surname. CHECK ($\sqrt{}$) ONE TIME REMARKS SIGNATURE ARRIVE DEPART