



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Thursday, April 1, 1999
CPM 1999-N

MEMORANDUM FOR: Heads Of Executive Departments And Agencies

FROM: Janice R. Lachance Director

Subject: 50th Anniversary NATO Summit

The 50th Anniversary NATO Summit will be held in Washington, DC, on April 23-25, 1999. Since numerous heads of State and other dignitaries are expected, it is vitally important to minimize traffic congestion. A number of streets in and around the Federal Triangle area will be closed during this time. For Friday, April 23, the NATO Summit Working Group and the Office of Personnel Management concur that agencies should excuse from duty, without loss of pay or charge to leave, those executive branch employees with duty stations located within or immediately adjacent to the geographic area defined by the following perimeter ([See attached map.](#)):

K Street NW. from the intersection of 19th Street to 7th Street; 7th Street from K Street NW. to the Southwest (Dwight Eisenhower) Freeway; Southwest Freeway from 7th Street SW. to 14th Street SW.; 14th Street SW. from Southwest Freeway to Independence Avenue (Alt. 50); Independence Avenue from 14th Street SW. to 17th Street SW.; 17th Street from Independence Avenue to Constitution Avenue; Constitution Avenue from 17th Street NW. to 19th Street NW.; and 19th Street NW. from Constitution Avenue to K Street NW.

This request does not apply to executive branch employees in the affected area who cannot be excused for reasons of national security, defense, or other comparable public business. This request also does not apply with respect to employees located in the Smithsonian museums or other Federally-operated museums located within the area described above, including the National Archives and the U.S. Holocaust Memorial Museum, all of which will remain open during their normal hours of operation. In addition, to reduce vehicular traffic, we ask that you encourage those executive branch employees with duty stations elsewhere in Washington, DC, or Arlington, VA, and who can be spared from their normal duties on April 23, to use their annual leave or compensatory time off (if available) on that day. Employees under alternative work schedules (AWS) (i.e., flexible or compressed work schedules) should be encouraged to schedule their AWS day off or use credit hours (if available) on April 23. With supervisory approval under a written telecommuting agreement, you may also allow employees to work at home or at a telecenter on April 23. Employees who do report for work on April 23 should be encouraged to use public transportation. We will issue pay and leave administration instructions separately to agencies with employees excused from duty for the NATO Summit. Questions may be referred

to the Office of Compensation Administration on (202) 606-2858, or by FAX on (202) 606-0824 or email at payleave@opm.gov.

- To [Attachment on Pay and Leave Administration](#)
- To [Questions and Answers on the Nato Summit](#)
- To NATO 50th Anniversary Web Site
- To [Metro Web Site](#)
- To [Compensation Administration Home Page](#)

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