



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Friday, July 25, 2014

CPM 2014-09

MEMORANDUM FOR: Chief Human Capital Officers

FROM: Katherine Archuleta
Director

Subject: Impact of 2014 United States-Africa Leaders Summit on Washington, DC, Commuters

On Monday, August 4 through Wednesday, August 6, 2014, President Obama will welcome leaders from across the African continent to Washington, DC, for the 2014 United States-Africa Leaders Summit (Summit). This Summit is slated to be the largest event any U.S. President has held with African heads of state and government. For more information see www.whitehouse.gov/us-africa-leaders-summit.

Significant traffic disruptions are expected on August 5 and 6 as a result of road closures and restrictions associated with the Summit. The Federal Government will remain open as usual during this period. Because of traffic congestion and potential road closures, employees could experience significant disruptions in their normal commuting patterns. During the Summit, employees should allow extra time for travel to and from work whether by private vehicle or public transportation.

To help alleviate traffic congestion, the U.S. Office of Personnel Management (OPM) strongly recommends that agencies consider the use of telework to keep the Government operating normally while helping to minimize traffic congestion during the Summit. Additionally, agencies should consider encouraging employees who can be spared from their duties to request to adjust their work schedules. Employees may be given the option to use their alternative work schedule days off, take annual leave, or use previously earned compensatory time off and/or earned credit hours under a flexible work schedule (if permitted under agency policies). We encourage agencies to approve requests for telework, leave and other paid time off on these days.

Employees are encouraged to monitor local news media for announcements on street closures for vehicular and pedestrian traffic, closures or disruptions to public transportation, building closures, or any possible changes to the Washington, DC, area Federal Government operating status. Agencies should use all the communications tools they have in place, such as hotlines and website updates, to inform employees of any relevant, agency-specific issues. Any major changes affecting Federal employees and agencies will be announced by local media.

Additional Information

Agency headquarters-level may contact OPM's Pay and Leave office at pay-leave-policy@opm.gov. Employees should contact their agency human resources office for further information on the workplace flexibilities available during the African Leader's Summit.

cc: Human Resources Directors