



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Wednesday, April 7, 2010

MEMORANDUM FOR: Chief Human Capital Officers

FROM: John Berry, Director

Subject: Nuclear Security Summit in Washington, DC

On April 12th and 13th, the United States will host a Nuclear Security Summit in Washington, DC. President Barack Obama will meet with the heads of state of more than 40 nations at the summit, which is designed to enhance international cooperation to prevent nuclear terrorism. This historical event will be one of the world's largest gatherings of heads of state. Federal employees who work in downtown DC should expect significant commuting delays and travel disruptions on Monday and Tuesday due to road closures, mass transit changes, motorcades, and the establishment of security perimeters. The Federal Government is committed to accomplishing its mission while protecting the safety and well being of its employees, and to support these objectives, the U.S. Office of Personnel Management (OPM) is issuing the following guidance.

The Federal Government in downtown Washington, DC, will be open and operating on April 12th and 13th. We are fortunate to have several human resources flexibilities to allow employees to continue to work, re-arrange work schedules, or take leave. Accordingly, OPM strongly urges the use of telework and alternative work schedules (AWS) to keep the Government operating while helping to minimize traffic congestion and unproductive time during the nuclear security summit. Employees may also request leave.

Employees who must report to worksites in downtown Washington, DC, will likely need to allow extra time for travel to and from work whether by private vehicle or public transportation. Such employees are strongly encouraged to reduce traffic on those days by using car or van pools, Metrobus, and Metrorail. Employees who can work at home or an alternative site are strongly urged to do so, in accordance with their agencies' telework and AWS policies. Employees eligible for AWS are strongly encouraged to take Monday or Tuesday as their AWS day off. If these flexibilities are not available or will not cover absence on Monday and Tuesday, all non-emergency employees who can be spared may request annual leave, leave without pay, and/or the use of previously earned compensatory time off or earned credit hours under an alternative work schedule.

Federal and local law enforcement officials have announced the designated areas of downtown Washington, DC, that will have restricted access, but these designations could change. Law enforcement information from the United States Secret Service, including street closures, is available at www.secretservice.gov/. Additional information is available from The Washington Metropolitan Police Department at Metropolitan Police Department and from the Washington

Metropolitan Area Transit Authority at Metro - Home page. Major changes affecting Federal employees and agencies will be announced by local media and on OPM's website at www.opm.gov/.

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 other possible changes in 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.

For additional information, agency Chief Human Capital Officers and/or Human Resources Directors should contact their assigned OPM Human Capital Officer. Employees should contact their agency human resources offices for assistance.

cc: Human Resources Directors