



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Monday, January 12, 2009

**MEMORANDUM FOR: Chief Human Capital Officers**

FROM: Michael W. Hager, Acting Director

Subject: Guidance on Use of HR Flexibilities in the Washington, DC, Area on  
Wednesday, January 21

Many inaugural activities will take place before and after the Presidential oath of office is administered on Tuesday afternoon, January 20. Extensive road, street, and bridge closures and vehicle restricted zones will be instituted by the Washington, DC, Metropolitan Police Department and the U.S. Park Police beginning at 3:00 p.m. on Monday, January 19, and are currently scheduled to continue through 7:00 a.m. on Wednesday, January 21, 2009. In addition, there may be other, temporary street closures or motorcades on January 21.

As reflected in the guidance the U.S. Office of Personnel Management (OPM) issued on December 20, 2008, the Federal Government in the Washington, DC, area will be closed on both January 19 and 20, 2009 (CPM 2008-26). See <https://www.chcoc.gov/content/washington-dc-area-special-pay-and-leave-procedures-holidays-january-19-and-20-2009>. The Federal Government plans to reopen on schedule on January 21, 2009. However, clean-up activities and post-inaugural events may cause some temporary street closures, traffic congestion, and disruptions in commuting patterns.

I urge you to advise affected employees to make adjustments in their modes or routes of commuting and allow extra time for travel on Wednesday, January 21. This is an opportunity to emphasize the use of telework and flexible and compressed work schedules under the alternative work schedules (AWS) program. Many employees may be able to schedule their AWS day off on Wednesday or use credit hours (if available). Other employees may have the opportunity to telework. With supervisory approval under a written or oral telework agreement, employees may telework from home or a telework center if the agency already has an arrangement with the telework center. Employees who wish to take time off may request leave or the use of compensatory time off under normal procedures. We encourage you to approve leave requests to the extent possible.

The U.S. Secret Service, in cooperation with its local, State and Federal security, public safety and military partners, has developed an overall security plan for the 56th Presidential Inauguration. For more information on the security plan and specific road closures, please see [inauguration.dc.gov/pdf/GPA01-09InaugSecPlans.pdf](http://inauguration.dc.gov/pdf/GPA01-09InaugSecPlans.pdf) and [inauguration.dc.gov/pdf/InaugJIC\\_PressRelease\\_TransportationPlan\\_FINAL.pdf](http://inauguration.dc.gov/pdf/InaugJIC_PressRelease_TransportationPlan_FINAL.pdf)

Federal and local law enforcement officials may determine additional changes are needed in traffic plans. Employees are encouraged to monitor local news media for announcements on additional street closures and traffic delays. Security plans may be revised prior to the Inauguration and will be updated on many Websites, such as those provided below:

- Government of the District of Columbia – [gettingthere.dc.gov/](http://gettingthere.dc.gov/)
- Maryland Department of Transportation – [marylandtransportation.com/2009PresidentialInaugurationInfo.html](http://marylandtransportation.com/2009PresidentialInaugurationInfo.html)
- Virginia State Police – [vsp.state.va.us/Inauguration\\_2009.shtm](http://vsp.state.va.us/Inauguration_2009.shtm)
- Washington Area Metropolitan Transit Authority – [www.wmata.com](http://www.wmata.com)

Any changes in the work status of Federal employees and agencies will be announced by local media and made available on OPM's Website at [www.opm.gov](http://www.opm.gov).

For additional guidance, agency Chief Human Capital Officers and Human Resources Directors may contact their assigned OPM Human Capital Officers. Employees should contact their agency human resources offices for assistance.

cc: Human Resources Directors