



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

CPM 2024-12
July 1, 2024

Memorandum for Chief Human Capital Officers

From: Veronica E. Hinton
Associate Director
Workforce Policy and Innovation

Subject: NATO Summit in Washington, DC

The United States will host a [NATO Summit](#) (Summit) at the Walter E. Washington Convention Center in Washington, DC beginning on Monday, July 8, 2024, through Friday, July 12, 2024. It is anticipated that the Summit may cause significant impacts to vehicular traffic and commute times for employees in the Washington, DC area.

The U.S. Office of Personnel Management (OPM) encourages agencies to permit employees to telework during the Summit. Employees may also request to use their alternative work schedule day off, annual leave, earned compensatory time off, credit hours or other authorized time off. The following links provide additional information on available workforce flexibilities:

- [Telework](#)
- [Work Schedules](#)
- [Leave](#)

Those employees who do need to report to the physical worksite should allow extra time for travel to and from work whether by private vehicle or public transportation. Employees should monitor local news media for any announcements on street closures for vehicular and pedestrian traffic and/or disruptions to public transportation. Agencies should use all communications tools they have in place to inform employees of any relevant, agency-specific issues.

Additional Information

For additional information, agency headquarters-level human resources offices may contact OPM at paypolicy@opm.gov. Component-level human resources offices must contact their agency headquarters for assistance. Employees must contact their agency human resources offices for further information on this memorandum.

cc: Deputy Chief Human Capital Officers and Human Resources Directors