



MEMORANDUM

TO: NOWCC/SEE Program Enrollees, Field Directors,
EPA Monitors & EPA SEE Coordinators

FROM: Yvonne Bolton,
Payroll Manager

A handwritten signature in cursive script that reads "Yvonne Bolton".

SUBJECT: Inauguration Day

DATE: January 14, 2009

Federal Offices in the immediate Washington, DC area will be closed on Tuesday, January 20, 2009.

SEE Program enrollees who work at EPA offices located in Washington, DC; Alexandria, VA; Arlington County, VA; Fairfax County, VA; Falls Church, VA; Montgomery County, MD; Prince Georges County, MD; will not work that day.

Enrollees who work in these offices should enter the number of hours that they would normally have worked that day into the "REGULAR" column of their timesheets. Enrollees who were not scheduled to work on January 20th should not record any hours for that day, and there is no in-lieu-of-holiday for enrollees for Inauguration Day.

Enrollees who work outside the DC area should report to work and should record their time as usual.

Please direct any questions to your NOWCC SEE Program Field Director.