

## MEMORANDUM

**Date:** January 30, 1997

**To:** Managing Attorneys  
Senior Attorneys  
Examining Attorneys

**From:** Robert M. Anderson  
Deputy Assistant Commissioner for Trademarks

**Subject:** Policy Statement for Awards

### I. ATTORNEY ADVISORS QUALITY AWARD

Pursuant to Article 31 Section 3(C) of the Basic Contract and due to changes in the performance appraisal plan the quality award component of the awards program shall be based on **two** quality elements.

### II. INCENTIVE AWARD SYSTEM FOR GS-14 ATTORNEY ADVISORS AND ATTORNEY ADVISORS WHO MENTOR

At the end of every fiscal year, each of the above-specified attorney advisors will be able to elect one of the following three award options:

**(1) The current incentive award program for GS 9-13 attorney advisors (maximum award = 9%).**

This option awards attorney advisors 3% for outstanding quality, 3% for outstanding production (110% or more of goal) and up to an additional 3% on a sliding scale for production. The additional 3% will be on a sliding scale based on the continuum payout program.

The attorney advisor must spend a minimum of 600 hours examining applications to be eligible to earn any award under this program. The attorney advisor must spend a minimum of 1250 hours examining applications to be eligible to earn the full award under this program. Awards for attorney advisors who spend somewhere between 600 and 1250 hours examining applications will be pro-rated depending on the number of hours the attorney advisor examined by the end of the fiscal year. **Overtime hours do not count toward examination hours. Compensatory time hours worked count toward examination hours.**

All work done, including work done on overtime and compensatory time count toward the production figure (i.e., an attorney advisor who examines at 120% of goal must examine at that rate during regular examining hours, during overtime hours and during compensatory time hours, even though the overtime hours do not count toward the minimum examination hours).

**(2) Alternate award system (maximum award = 6%)--for mentoring GS-13s and GS-14s only.**

Under this alternate award system, attorney advisors that spent at least 600 hours examining applications will be awarded 3% for outstanding quality as long as they have a 4.5 or better in both Statutory Refusals (element # 2) and Practice and Procedure (element # 3); and/or 3% for mentoring if they: 1) are rated as outstanding in parts 1 (Supplemental Standard regarding turnaround of mentee's work) and 2 (Supplemental Standard regarding quality of mentee's work) of Item 3 of Organizational Effectiveness (element 5); and 2) if they also have achieved at least 105% production; and 3) have also spent at least 600 hours examining applications.

**(3). Alternate award system (maximum award 9%)--for mentoring GS-13s and GS-14s only.**

As in Option (1) above, this option awards attorney advisors 3% for outstanding quality, 3% for outstanding production (110% or more of goal) and up to an additional 3% on a sliding scale for production. The additional 3% will be on a sliding scale based on the continuum payout program.

As in Option (1) above, the attorney advisor must spend a minimum of 600 hours examining applications to be eligible to earn any award under this program. The attorney advisor must spend a minimum of 1250 hours examining applications to be eligible to earn the full award under this program. Awards for attorney advisors who spend somewhere between 600 and 1250 hours examining applications will be pro-rated depending on the number of hours the attorney advisor examined by the end of the fiscal year. **Compensatory time hours worked count toward examination hours. Overtime hours worked may be counted toward the minimum examining hour requirements up to the the total number of hours spent mentoring for the year.**

All work done, including work done on overtime and compensatory time count toward the production figure (i.e., an attorney advisor who examines at 120% of goal must examine at that rate during regular examining hours, during overtime hours and during compensatory time hours, even though some of the overtime hours may not count toward the minimum examination hours).