

Letter of Understanding

This letter is to confirm discussions between the Trademark Office and NTEU Chapter 245 regarding the issuance of guidelines for employees on the usage of external email. The parties acknowledge that guidelines are currently being developed through partnership in the E-Commerce Pilot program working group for the pilot program. The parties agree that any guidelines eventually adopted by the Commissioner for Trademarks for this pilot will issue to the appropriate bargaining unit employees. In the event these guidelines are adopted by the Commissioner to apply in whole or in part to the Trademark Examining Operation, the guidelines will be issued to all bargaining unit employees as expeditiously as possible. Both parties retain their rights in the event of the issuance of these guidelines and/or an amended email policy.