



UNITED STATES PATENT and TRADEMARK OFFICE

UNDER SECRETARY OF COMMERCE FOR INTELLECTUAL PROPERTY AND  
DIRECTOR OF THE UNITED STATES PATENT AND TRADEMARK OFFICE  
WASHINGTON, D.C. 20231

MEMORANDUM FOR All Employees

FROM: Q. Todd Dickinson  
Under Secretary of Commerce for Intellectual Property and  
Director of the United States Patent and Trademark Office

SUBJECT: Day 2 Initiatives

About six months ago, we celebrated together the emergence of the United States Patent and Trademark Office as the second performance-based organization in the Federal government. As part of that celebration, management and our three labor organizations announced several changes we believed would contribute to an improved quality of work life and reflect the trust we have in our employees. These changes included the elimination of sign-in/out sheets, expanding the arrival and departure times of the work day, allowing employees to split their shifts on the same day through Mid-Day Flex, and the establishment of a casual dress policy for Friday. We have been pleased with the results of these changes.

Based on that experience, we have continued to explore with our Unions other ways that we can make the USPTO an even better place to work while still allowing us to meet the needs of our customers. The Unions and I are happy to announce a few more initiatives that we think will meet these goals. In brief, these include:

- An increase in the transit subsidy to a maximum of \$65.00 per month. Those of you participating in this program may have already received the increased benefit.
- Extending the casual dress policy to a daily, year-round program.
- Business cards for all employees who need them.
- Expanded hours of support for our automation systems.  
(Service now begins at 5:30 a.m.)
- An upcoming program that will allow USPTO employees to purchase computers for home use directly from the vendor at a reduced cost.
- An additional work schedule that allows employees to vary the days they work and the number of hours worked on each day.

Please watch the “What’s New” messages for details of these programs.

Although the Quality Council, working with the labor/management “Day 2” team, have worked hard to fully develop these ideas, you may also want to thank your co-workers. Another of the initiatives we began last April was the creation of the Employee Communication Mailbox. The genesis for several of the new initiatives came from our employees via this mailbox. Please continue to forward your suggestions.

Again, I want to thank our three Unions for their support and cooperation in this process. The partnership demonstrated through the work of the Quality Council and the “Day 2” partnership team is to be commended.