

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
WWW.USPTO.GOV

Date

MEMORANDUM FOR All Employees

FROM: Director, Office of Human Resources

SUBJECT: Casual Dress Policy

In accordance with the memorandum to all employees issued by the Under Secretary of Commerce for Intellectual Property and Director of the United States Patent and Trademark Office, issued on October 10, 2000 the following policy and procedures on Casual Dress apply.

Employees now have the option of wearing either regular business attire or casual attire appropriate for a business setting throughout the year. However, the USPTO does not have a dress code. The provisions of this memorandum apply to all USPTO employees.

This policy is not intended to be more restrictive than the current practices and does not supercede employees' already established modes of attire. The intent is to allow those employees who do not currently wear "casual dress" during the week to do so. Individual questions should be directed to your supervisor or Union representative.

/S/
Sydney T. Rose