



UNITED STATES PATENT AND TRADEMARK OFFICE

Commissioner for Patents  
United States Patent and Trademark Office  
P.O. Box 1450  
Alexandria, VA 22313-1450  
www.uspto.gov

MEMORANDUM

To: Patent Corps

From: Robert J. Oberleitner  
*Robert J. Oberleitner*  
Assistant Deputy Commissioner for Patent Operations

Date: April 9, 2009

Subject: Overtime Reduction Effective Sunday April 12, 2009

In view of the FY 2009 filing and fee collections, the USPTO has made a number of difficult budgetary decisions this fiscal year. Patents has been closely monitoring overtime spending along with other expenditures. Some time ago the decision was made to suspend all non-production, non-revenue generating overtime.

Effective Sunday April 12, 2009 all Patents production, revenue generating overtime will be limited as noted herein.

Examining overtime in the TCs, 1600, 1700, 2800, 2900, 3600, 3700, and 4100 will be limited to 10 hours per biweek. Examining overtime in TCs 2100, 2400, and 2600 will be limited to 32 hours per biweek since these generally are the higher backlog areas.

Production overtime in the TSS areas of Patents will be 20 hours per biweek in all areas that are currently authorized to work overtime.

All other Patents production, revenue generating overtime not specifically mentioned above will be limited to 10 hours per pay period. Supervisors should be sure to make appropriate adjustments on the CD - 81 form for next biweek in order to account for this change in overtime authorization.

Please also note that starting Sunday April 12, 2009, HVAC services will not be provided on Sundays in the Randolph, Remsen, Knox and Jefferson buildings. This is consistent with the current level of HVAC service in the other buildings on campus. We will continue to monitor and evaluate the usage of overtime and the availability of funds during the remainder of this fiscal year.