

U.S. Patent and Trademark Office

Trademark Work at Home

Telework Options for Trademark Examining Attorneys

Hoteling: A telework option that allows the employee to work at home all or the majority of the workweek. The employee no longer has personal office space at headquarters, but works in a shared office space (hotel) when reporting to headquarters.

TEAPP: The Telework Enhancement Act Pilot Program authorized by law that allows USPTO employees, for their own convenience, to live across the continental United States, change their duty station, and waive their right to travel expenses for a certain number of trips to the USPTO.

Pilot Telework: A telework option that allows the employee to maintain office space at headquarters and work 20 to 32 hours a bi-week from home.



Trademark Work at Home: *Options for Examining Attorneys*¹

TWAH Hoteling Options						
	Duty Station ²	Eligibility ³	Location	Reporting	Equipment	ISP
Hoteling-50 Mile Program	City/Town of Alternate Worksite (Generally, employee's residence) (Washington D.C. Locality Pay) ⁴	<ul style="list-style-type: none"> • GS 13/14 • Full Signatory Authority • At least Fully Successful currently and of record • No recent PIP or disciplinary action • Full time on IFP; or • Part-time 40-64 Hours/Bi-week subject to available slot • Access to required ISP 	Reside within 50 mile radius of Alexandria Headquarters	As required	Similar to headquarters; May elect telephone headset or handset and router	<ul style="list-style-type: none"> • Full Time Employees may elect to have Office provide ISP Service at permanent addresses • Part Time Employees provide ISP Service⁵
Hoteling	Alexandria, VA	<ul style="list-style-type: none"> • Same as above; plus • To work beyond 50 mile radius participant must be on TWAH for one quarter, unless participant is located within 110 miles of Headquarters and was previously commuting to Office 	Reside within or beyond 50 mile radius of Headquarters in the continental US	At least twice per bi-week and as required		
TEAPP	City/Town of Alternate Worksite (Generally, employee's residence)	<ul style="list-style-type: none"> • Same as Hoteling; • Available slot 	Beyond 50 miles of Headquarters in continental US	As required and up to 4 trips paid by employee		

¹ Table is abbreviated; See TWAH Guidelines for full requirements

² Duty station determines Locality Pay

³ Abbreviated: See Section 3.2 b. of TWAH Guidelines

⁴ Washington-Baltimore-Northern Virginia, DC-MD-VA-PA (see OPM.gov definition)

⁵ Previous participants may keep Government ISP until move or change hours



TWAH Telework Pilot Options

	Duty Station⁶	Eligibility⁷	Location	Reporting	Equipment	ISP
Telework Pilot for GS 13/14s	Alexandria, VA	<ul style="list-style-type: none"> • Full time GS 13/14 • Full Signatory Authority • At least Fully Successful currently and of record • No recent PIP or disciplinary action • Full time on IFP; or • Access to required ISP 	Reside locally	Work at Headquarters 48 hours and at home up to 32 hours plus Overtime as approved	Similar to headquarters except no printer; May elect telephone headset or handset and router; bring laptop back and forth between home and headquarters	Employees provide own internet service that meets Office requirements for type and speed
Telework Pilot for GS 12s	Alexandria, VA	<ul style="list-style-type: none"> • Probationary full signatory authority • Full time on IFP • Access to required ISP • At least Fully Successful currently and of record • No recent PIP or disciplinary action 	Reside locally	Work at Headquarters 60/56 hours and at home 2 days (20 hours)/bi-week or 3 days/bi-week (24 hours) as approved plus Overtime as approved	Telephone headset and docking station; bring laptop back and forth between home and headquarters	

⁶ Duty station determines Locality Pay

⁷ Abbreviated: See Section 3.2 b. of TWAH Guidelines

