Patent Public Advisory Committee Meeting
Telework Enhancement Act Pilot Program (TEAPP)

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Participation in TEAPP

Participants may change their duty station to an alternate worksite in the city in which they work.

Full-time teleworkers can live more than 50 miles from the USPTO.

Participation is voluntary.
Prerequisites for Participation

- PHP employees are eligible
- Must be a full-time teleworker living outside of a 50-mile radius
Prerequisites for Participation

Must be TWACH hoteler for 2 consecutive quarters

NTEU 245

Have demonstrated proficiency working in an electronic environment
Prerequisites for Participation

Must be full-time teleworker

Or have position approved for full-time telework

NTEU 243
Travel Requirements

Bargaining Unit Employees

Maximum number of mandatory employee-paid trips to USPTO per fiscal year = 4 (Business Unit), 1 (Agency) plus Ethics Training, if necessary.

Employees at the GS-7 level or below will not be required to make more than 4 employee-paid trips per fiscal year.

Non-Bargaining Unit Employees

Maximum number of mandatory employee-paid trips will be 6.
Impacts of TEAPP

Pay

Benefits

Relocation
Eligibility for TEAPP

- Must be eligible to telework the full pay period
- Meets permanent alternate worksite requirements of individual Union agreements
- Participant voluntarily changes official duty station
- Waive rights to travel expenses for employee-paid trips

Meets permanent alternate worksite requirements of individual Union agreements

Must be eligible to telework the full pay period

Participant voluntarily changes official duty station

Waive rights to travel expenses for employee-paid trips
## Phased Participation Approach

### Phase I  Initial Implementation

- Twenty-five percent (25%) of current full-time teleworkers will be offered the opportunity to join the pilot program
- Current number of slots available can be found on the TEAPP Web site

### Phase II  FY 2012

- On a quarterly basis, 25% of any full-time teleworkers will be added for TEAPP expansion

### Phase III  FY 2013 and Beyond

- Expansion will be based on continuing evaluations of the program and success factors
TEAPP Evaluation

- Quality
- Recruitment Retention
- Examining Time
- Productivity
- Employee Satisfaction
- Stakeholder Satisfaction

Evaluation
Online application process

Initial application period: Jan. 20 through midnight Feb. 6

Must sign the waiver

Participation requires approval of the USPTO

Ongoing bi-weekly selection process
TEAPP Site

Telework Enhancement Act Pilot Program (TEAPP)

The Telework Enhancement Act of 2010 authorized the USPTO to conduct a seven-year test program allowing employees to waive their right to travel expenses for a reasonable number of mandatory trips to the USPTO. This program allows employees teleworking full-time to decide, for their own convenience, to live greater than 50 miles from the USPTO to change their duty station to an alternate worksite in the city in which they work. The employee must travel to the USPTO when directed by the Office. Participation in this pilot program is voluntary.

TEAPP Operating Procedures

The purpose of the operating procedures is to implement a test program under Public Law 111-222 (referred to after as the Telework Enhancement Act of 2010). The test program is known as the Telework Enhancement Act Pilot Program (TEAPP). The United States Patent and Trademark Office (USPTO, Office or Agency) is authorized to conduct a seven-year test pilot allowing employees to waive their right to travel expenses for a reasonable number of mandatory trips to the office (5 U.S.C. § 5711(f); 5 U.S.C. § 5711(g)). The program allows employees teleworking full-time to decide, for their own convenience, to live greater than 50-miles from the USPTO located in Alexandria, VA to change their duty station to an alternate worksite in the city in which they live. The employee must travel to the USPTO when directed by the Office as discussed herein.

To obtain additional information about the TEAPP, please click on the links below:

1. Program Administration: USPTO Telework Oversight Committee
2. Relationships to Agreements and Union Collective Bargaining Agreements in Effect
3. Eligibility
4. Initial Phased Participation Plan (through FY 2012)