

**UNITED STATES PATENT AND TRADEMARK OFFICE**

**AGENCY ADMINISTRATIVE ORDER 215-04**  
**Agency Administrative Order Series**

**AFFIRMATIVE EMPLOYMENT PROGRAM**  
**AND RELATED ACTIVITIES**

**Date of Issuance:** JUL 19 2007  
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## **Affirmative Employment Program and Related Activities**

### **I. PURPOSE**

This Agency Administrative Order (AAO) establishes the United States Patent and Trademark Office (USPTO) policy for an affirmative employment program and related activities.

### **II. SCOPE**

This AAO is prepared pursuant to 29 Code of Federal Regulations (CFR) Part 1614.102, and applies to the Office of the Under Secretary of Commerce for Intellectual Property and Director of the United States Patent and Trademark Office and all operating units of the USPTO.

### **III. POLICY**

It is the policy of the USPTO to maintain a continuing affirmative program to promote equal opportunity in employment for all persons without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, marital status, genetic information, political affiliation, or engagement in activity protected under anti-discrimination statutes, and to identify and eliminate discriminatory practices and policies.

### **IV. DEFINITIONS**

The following are definitions of selected terms used in this AAO:

***Equal Employment Opportunity (EEO) Program is the USPTO's continuing affirmative program to provide equal opportunity in employment for all employees and applicants for employment.***

***Special Emphasis Programs (SEPs) refer to EEO programs as developed and supported by the Agency directed to specific concerns, e.g., People with Disabilities Program, Federal Women's Program, and Hispanic Employment Program.***

### **V. RESPONSIBILITIES**

In support of the Agency's EEO program, the USPTO shall: designate a Director of the Office of Civil Rights (OCR); designate other EEO Program Officers and Managers, when needed; and as required in 29 C.F.R. § 1614.102(a)(1), provide sufficient resources to its EEO program to ensure its efficient and successful operation.

The Agency's Director of the Office of Civil Rights will plan, develop and implement programs as necessary to carry out the mission of EEO, to include, but not limited to the

Special Emphasis Programs defined by the Equal Employment Opportunity Commission. He/she will also monitor Agency compliance with applicable EEO laws, regulations, Executive Orders, and Presidential Proclamations, and provide reports regarding his/her findings to the Under Secretary of Commerce for Intellectual Property and Director of the United States Patent and Trademark Office or his/her designee.

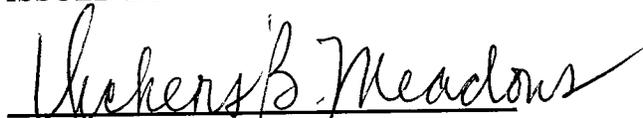
## VI. REPORTING

The Director of the Office of Civil Rights will provide annual reports to the Under Secretary of Commerce for Intellectual Property and Director of the United States Patent and Trademark Office and Executive leaders concerning the representation of EEO groups in the Agency workforce; the analysis of under-represented groups, if any; identified barriers to the development of a fully diverse work force, if any; recommendations for barrier removal, when applicable; and any other subject concerning the USPTO's EEO Program as requested by the Under Secretary.

## VII. EFFECT ON OTHER ORDERS

This AAO supersedes DAO 215-4 dated April 30, 1990.

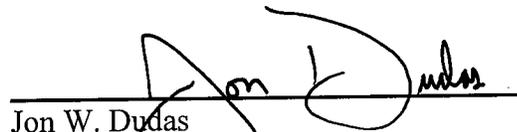
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Vickers B. Meadows  
Chief Administrative Officer

\_\_\_\_\_  
Date

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Jon W. Dudas  
Under Secretary of Commerce for Intellectual Property and  
Director of the United States Patent and Trademark Office

7/19/07

\_\_\_\_\_  
Date

OFFICE OF PRIMARY INTEREST: Chief Administrative Officer / Office of Civil Rights