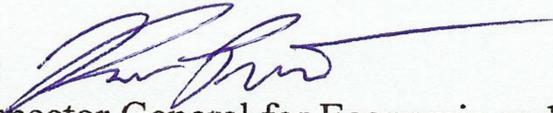




UNITED STATES DEPARTMENT OF COMMERCE
Office of Inspector General
Washington, D.C. 20230

February 16, 2011

MEMORANDUM FOR: David Kappos
Under Secretary of Commerce for Intellectual Property and
Director of the United States Patent and Trademark Office

FROM: Ron Prevost 
Assistant Inspector General for Economic and Statistical
Program Assessment

SUBJECT: Audit of USPTO's Largest Teleworking Program—the Patent
Hoteling Program

As part of our fiscal year 2011 audit and evaluation plan, we will conduct an audit of USPTO's largest teleworking program—the patent hoteling program (PHP). Our objectives are to determine (1) the extent to which USPTO policies and their implementation provide adequate management controls for the PHP; (2) how USPTO measures productivity for its PHP participants; and (3) the extent to which USPTO has contained costs and achieved its stated cost savings. Additionally, we will share any innovative practices we identify with Department of Commerce bureaus.

We will contact the audit liaison to arrange an entrance conference. Should you have any questions, please call me at (202) 482-3053 or Jill Schamberger, Senior Program Analyst, at (571) 272-5561. We thank you in advance for your cooperation during this review.

cc: Robert L. Stoll, Commissioner for Patents, USPTO
Anthony P. Scardino, Chief Financial Officer, USPTO
Welton Lloyd, Audit Liaison, USPTO