



UNITED STATES PATENT AND TRADEMARK OFFICE

New Employee Pre-Appointment Security Package

Introduction

This employee pre-appointment security package contains the personnel Form 306, Office of Personnel Management which must be completed prior to a firm commitment of employment at the United States Patent and Trademark Office.

Complete the form manually. Review for accuracy before you sign and return to the USPTO. As a convenience to you, the Acrobat Reader software allows you to type your information, but will not allow you to save the document, so please keep a copy of the document.

Print the document as you complete it so data is not lost. When you print, make sure the “fit to page” option is selected in the print properties box.

Trustworthiness is an important consideration in deciding your suitability. The information you provide will be verified. Negative information provided on your application does not necessarily preclude you from being hired. Negative information will be reviewed on a case by case basis and adjudicated per Office of Personnel Management (OPM) standards.

Should you have any questions about completing the form, please contact the USPTO, Office of Human Resources at (571) 272-6000 and request to speak to the Human Resources Specialist who sent you the package.

Declaration of Federal Employment Form 306, Office of Personnel Management (must be received in OHR prior to a firm commitment of employment at the USPTO).

http://www.opm.gov/forms/pdf_fill/of0306.pdf

Mailing Instructions

For patent examiner positions only use the following address:

United States Patent and Trademark Office
Office of Human Resources – ETH
550 Elizabeth Lane, 3rd Floor
Alexandria, VA 22314

For all other USPTO positions use the following addresses:

(Hand Carried or Fed Ex)
US Patent and Trademark Office – Customer Service Center
Office of Human Resources
550 Elizabeth Lane, RM 1A79 – ETH
Alexandria, VA 22314

(Regular Mail)
US Patent and Trademark Office
Office of Human Resources
Mail Stop 171
P.O. Box 1450
Alexandria, VA 22314-1450

Attention: (use the name of your Human Resources Specialist point of contact)

THE U.S. CRIMINAL CODE (TITLE 18, SECTION 1001) PROVIDES THAT KNOWINGLY FALSIFYING OR CONCEALING MATERIAL FACT IS A FELONY WHICH MAY RESULT IN FINES OF UP TO \$10,000, AND/OR 5 YEARS IMPRISONMENT, OR BOTH. IN ADDITION, FEDERAL AGENCIES GENERALLY FIRE, OR DISQUALIFY INDIVIDUALS WHO HAVE MATERIALLY AND DELIBERATELY FALSIFIED THESE FORMS, AND THIS REMAINS A PART OF THE PERMANENT RECORD FOR FUTURE PLACEMENTS.