Optional Form 8
February 1955
U. S. CIVIL SERVICE COMMISSION
Chapter P2, Federal Personnel Manual

5008-102-01

POSITION DESCRIPTION

a. CLASSIFICATION ACTION

1. Check one: Dept'l ☐ Field ☒
2. Official headquarters: Bethesda, Md.
3. Reason for submission:
(a) If this position replaces another (i. e., a change of duties in an existing position), identify such position by title, allocation (service, series, grade), and position number
In lieu NIH-15,870, GS-1221-14
(b) Other (specify)
4. Agency position No. NIH-17,147
5. C. S. C. certification No.
6. Date of certification
7. Date received from C. S. C.

COPY

ALLOCATION BY	CLASS TITLE OF POSITION	CLASS Service	Series	Grade	INITIALS	DATE
a. Civil Service Commission						
b. Department, agency, or establishment						
c. Bureau	Patent Advisor (General)	GS	1221	14		6/18/62
d. Field office	Patents Advisor (General)					6/13/62
e. Recommended by initiating office	Patents Advisor (General)	GS	1221	14		

9. Organizational title of position *(if any)*

10. Name of employee *(If vacancy, specify V-1,2,3, or 4)*

11. Department, agency, or establishment
DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

a. First subdivision
Public Health Service

b. Second subdivision

c. Third subdivision
Office of the Director

d. Fourth subdivision
Office of the Executive Officer

e. Fifth subdivision

12. This is a complete and accurate description of the duties and responsibilities of my position

(Signature of employee) (Date)

13. This is a complete and accurate description of the duties and responsibilities of this position
Richard L. Seggel 1/24/62
(Signature of immediate supervisor) (Date)
Title: Richard L. Seggel, Executive Officer, NIH

14. Certification by head of bureau, division, field office, or designated representative
Richard L. Seggel 1/24/62
(Signature) (Date)
Title: Richard L. Seggel, Executive Officer, NIH

15. Certification by department, agency, or establishment
[signature] 6/18/62
(Signature) (Date)
Title: Assistant to Classification Officer, NIH

16. Description of duties and responsibilities (See Guide to Position Classifiers, Employees, and Supervisors for the Preparation of Position Descriptions, Standard Form No. 75A)

General

Serves as Patents Officer for the National Institutes of Health and is responsible for directly assisting the Executive Officer, NIH, in assuring that the public interest in inventions resulting from Government-financed research is protected in accordance with the policies and regulations of the Government, DHEW, PHS, and NIH; advises or represents the Director and Executive Officer, NIH, in providing leadership for the NIH patent activities, including presentation of NIH needs and views to the OSG and OS and the resolution of complex and controversial issues; establishes procedures, criteria and internal policies consistent with existing Department policies, rules, and regulations for the disposition of specific invention reports made by employees, research grantees, and research contractors; furnishes patents advice to individual inventors and prepares or reviews specific patents documents affecting ownership and disposition of employee inventions and research grant and contract inventions; arranges for protection (including patenting and patent searches) of domestic and foreign rights in such inventions through the OSG, OGC and the Patent Office.

In the performance of the above duties, works under the general direction of the Executive Officer. Conclusions reached and recommendations made are accepted as being technically, factually, and procedurally sufficient, and are reviewed primarily in light of policy or other administrative considerations.

Specifically, the
As patent advisor for the NIH, advises the Director and his immediate staff of the policies and principles involved in the disposition of inventions made by NIH employees, research grantees, holders of fellowship awards, and research contractors; provide guidance in respect to policies of the Department and other Federal agencies in these areas, and recommends on alternate policies and principles to assure adequate protection of the Government interests and attention to those inventions.

Keeps abreast of legal and legislative developments in the patents field, relates them to NIH programs, plans and problems, and initiates appropriate actions to meet NIH needs.

Prepares draft determinations on all NIH employee and research contract patent matters and reviews and clears all NIH patent determinations proposed for the signature of the Surgeon General involving (a) patentability, (b) patenting vs. publication, (c) disposition of rights in inventions, (d) adequacy of grantee nonprofit institution policies and procedures for disposition of inventions in the public interest, (e) adequacy of contractor nonprofit institution policies and procedures for disposition in accordance with the public interest, and (f) disposition of foreign patent rights.

Interprets existing Service and Department policies, and regulations and proposes suggested modifications of same.

Represents the NIH in patent matters and related dealings with the OSG and Department Patents staff, other Department officials, the Patent Office, representatives of industry, and the public.

Provides guidance in respect to policies of the Department and other Federal agencies for the administration of NIH activities related to inventions and patents. Negotiates their clearance through the appropriate legal channels. Responsible for obtaining review of such matters to assure legality, policy adherence, program feasibility, and suitability. Follows up on or reviews follow-up action taken on disposition of inventions made by the Surgeon General, whether patented or published, to assure consistency of policies and actions in the handling of patent matters. In this connection, assures that appropriate files and records are maintained of NIH patent interests and actions.

Promotes publication of patent policies and instructions, prepares or reviews answers to inquiries from the general public, members of Congress, industry, etc., and takes steps to assure appropriate encouragement of and awards to employees for inventions.