

GOVERNMENT PATENTS BOARD
Office of the Chairman

April 26, 1951

PROCEDURAL INSTRUCTIONS FOR SUBMITTING THE REPORTS SPECIFIED
IN ADMINISTRATIVE ORDER NO. 5

Administrative Order No. 5, entitled Rules and Regulations for the Administration of a Uniform Patent Policy with Respect to the Domestic Rights in Inventions Made by Government Employees, which supersedes Administrative Order No. 1, has been approved by the President and is being issued under date of April 26, 1951. Section 9 of that Order provides that the Chairman of the Government Patents Board will prescribe the forms to be used in submitting the reports specified in that order. A copy of Administrative Order No. 5 accompanies these revised procedural instructions, which supersede those issued under date of February 12, 1951.

1. Case Number: Each invention will be reported as a separate case and each report will be assigned a case number by the originating agency, consisting of the code number indicated on the accompanying lists (or, if not so indicated, as assigned at the request of the agency), followed by a dash and a serial number assigned by the agency. For example, if the agency code number is 5, its first case will be 5-1.

2. Type of Case: Following the case number the agency will indicate, in parentheses, the type of case. The several types of cases will be indicated by reference to the section and paragraph of Administrative Order No. 5 under which the invention is reported, as follows:

- 6c - Report of agency determination that title be left with inventor
- 8d - Report when patent application is filed
- 8e - Report of agency determination not to file application
- 8f - Report when patent issues
- 7b - Report by agency subsequent to appeal by employee

It may be that several reports will be submitted on one invention, as for example under 8d and 8f or under 8d and 6c. The same case number will be used in all reports on the same invention, but separate reference will be made on each report to the applicable section and paragraph.

3. Submission of Reports: Except for reports on disputes and controversies, all reports will be submitted in duplicate, single spaced, on paper size 8 x 10 $\frac{1}{2}$. Reports on disputes and controversies (type 7b) will be submitted in quadruplicate, single spaced, on paper size 8 x 10 $\frac{1}{2}$. Only one copy of the patent need accompany reports on type 8f cases.

4. Information as to Date Invention Is Made: All reports will indicate whether the invention was made (1) prior to, or (2) on or after the date of Executive Order 10096 (January 23, 1950). In this connection see Interpretations and Opinions No. 1, entitled Interpretation of "Made".

Enclosures

Archie M. Palmer
Chairman

CODE NUMBERS
ASSIGNED TO EXECUTIVE DEPARTMENTS AND AGENCIES
FOR USE WHEN REPORTING INVENTIONS

Agriculture, Department of	1
Air Force, Department of the	12
American Battle Monuments Commission	40
Army, Department of the	10
Central Intelligence Agency	27
Civil Aeronautics Board	37
Civil Service Commission	14
Commerce, Department of	2
Defense, Department of:	
Office of the Secretary	9
Department of the Air Force	12
Department of the Army	10
Department of the Navy	11
Defense Production Administration	44
District of Columbia Government	47
Economic Cooperation Administration	24
Federal Communications Commission	17
Federal Deposit Insurance Corporation	41
Federal Mediation & Conciliation Service	31
Federal Power Commission	21
Federal Reserve System	38
Federal Security Agency	6
Federal Trade Commission	25
General Services Administration	7
Housing and Home Finance Agency	22
Housing Expediter, Office of the	45
Interior, Department of the	3
Interstate Commerce Commission	26
Justice, Department of	4
Labor, Department of	16
National Advisory Committee for Aeronautics	8
National Capital Housing Authority	42
National Capital Park & Planning Commission	39
National Labor Relations Board	32
National Mediation Board	43
National Security Council	28
National Security Resources Board	29
Navy, Department of the	11
Panama Canal, The	46
Post Office Department	13
Railroad Retirement Board	33
Reconstruction Finance Corporation	18
Securities & Exchange Commission	34
Selective Service System	30
Smithsonian Institution	23
State, Department of	5
Tariff Commission, United States	35
Tennessee Valley Authority	19
Treasury Department	15
Veterans Administration	20
War Claims Commission	36

CODE NUMBERS
ASSIGNED TO EXECUTIVE DEPARTMENTS AND AGENCIES
FOR USE WHEN REPORTING INVENTIONS

- 1 - Department of Agriculture
- 2 - Department of Commerce
- 3 - Department of Interior
- 4 - Department of Justice
- 5 - Department of State
- 6 - Federal Security Agency
- 7 - General Services Administration
- 8 - National Advisory Committee for Aeronautics
- 9 - Office of the Secretary of Defense
- 10 - Department of the Army
- 11 - Department of the Navy
- 12 - Department of the Air Force
- 13 - Post Office Department
- 14 - Civil Service Commission
- 15 - Treasury Department
- 16 - Department of Labor
- 17 - Federal Communications Commission
- 18 - Reconstruction Finance Corporation
- 19 - Tennessee Valley Authority
- 20 - Veterans Administration
- 21 - Federal Power Commission
- 22 - Housing and Home Finance Agency
- 23 - Smithsonian Institution
- 24 - Economic Cooperation Administration
- 25 - Federal Trade Commission
- 26 - Interstate Commerce Commission
- 27 - Central Intelligence Agency
- 28 - National Security Council
- 29 - National Security Resources Board
- 30 - Selective Service System
- 31 - Federal Mediation and Conciliation Service
- 32 - National Labor Relations Board
- 33 - Railroad Retirement Board
- 34 - Securities and Exchange Commission
- 35 - United States Tariff Commission
- 36 - War Claims Commission
- 37 - Civil Aeronautics Board
- 38 - Federal Reserve System
- 39 - National Capital Park & Planning Commission
- 40 - American Battle Monuments Commission
- 41 - Federal Deposit Insurance Corporation
- 42 - National Capital Housing Authority
- 43 - National Mediation Board
- 44 - Defense Production Administration
- 45 - Housing Expediter, Office of the
- 46 - Panama Canal
- 47 - District of Columbia Government

Government Patents Board

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