ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS

L. RALPH MECHAM DIRECTOR

CLARENCE A. LEE, JR. ASSOCIATE DIRECTOR WASHINGTON, D.C. 20544 October 28, 1994

MEMORANDUM TO ALL:

CLERKS, UNITED STATES COURTS CHIEF PROBATION OFFICERS CHIEF PRETRIAL SERVICES OFFICERS

SUBJECT: Fiscal Year 1995 Staffing Equalization Program URGENT INFORMATION

At its meeting on September 20, 1994, the Judicial Conference approved a Staffing Equalization Program for fiscal year 1995 as recommended by the Judicial Resources Committee. The plan applies to all clerks' offices and all probation and pretrial services offices. (Court reporter and court interpreter positions continue to be excluded).

The staffing equalization program for fiscal year 1995 largely resembles the program implemented last year. This year, the staffing allocation level for all offices is 84 percent; in recognition of personnel fluctuations, however, the permissible staffing limit is 86 percent. Thus, the fiscal year 1995 staffing equalization plan is designed to equalize staffing by reducing staffing in those offices that are over 86 percent, and by permitting offices below 86 percent to hire up to 86 percent if they hire from offices over 86 percent. (Of course, consistent with the staffing allocation package sent in early October, courts that are below 84 percent may hire up to 84 percent from any source.) The plan recognizes that these two efforts must proceed hand in hand to avoid layoffs, furloughs, and other reductions due to limitations on funding for fiscal year 1996.

In fiscal year 1995, out of a base of over 15,000 positions, reductions totalling roughly 90 slots will be required. I congratulate court unit executives for their diligent efforts to remedy staffing inequities.

This year's program:

1) provides authority and incentives for offices below 86 percent to hire employees from offices above 86 percent;

Fiscal Year 1995 Staffing Equalization Plan

- 2) permits staffing equalization bonuses, subject to certain limitations, as incentives to individuals employed in offices over 86 percent to accept positions in offices under 86 percent in locations outside their commuting area. Such bonuses would be allowed in amounts up to 15 percent of an employee's base pay, not to exceed \$7,500;
- 3) establishes September 30, 1995, as the date for reaching the 86 percent staffing level. After that date, funding for positions over 86 percent will cease; and
- includes a period of time during which Voluntary Separation Incentive Payments (VSIPs) may be utilized by offices over the 86 percent staffing limit.

Attached are the 1995 staffing allocation charts updated to indicate the 86 percent level for all offices and the fiscal year 1995 staffing equalization status chart, identifying the number of positions in excess of 86 percent for all offices.¹

For those offices in a hiring mode, the equalization status chart also indicates how many positions may be filled to bring those offices up to the authorized staffing level of 84 percent (also known as the allocation level) as well as the number of positions they may fill to reach 86 percent. Offices seeking to fill positions between 84 percent and 86 percent may do so only by hiring from offices over 86 percent. If the on-board strength numbers for your office need correction, please contact the Human Resources Division to reconcile any discrepancies. Court Personnel System lead courts are operating under a modified Cost Control Monitoring System in fiscal year 1995; they are subject to the same staffing equalization guidelines as those offices operating under the Judicial Salary Plan.

I urge all offices which are in a hiring mode to look first to offices over 86 percent for selecting new staff. Offices below 86 percent which hire from offices over 86 percent receive the full salaries associated with those employees who are hired in addition to the funding they received for newly authorized vacancies in the 1995 staffing allocation.

¹This chart includes a few positions that were in excess of the 89/85 percent limit set in fiscal year 1994, which were retained in offices that are over the 86 percent limit in 1995. Positions that exceeded the 89/85 percent limit in 1994 are not eligible for equalization hires or buyouts in 1995 because they are locally funded. No central funding was provided in 1995 for positions that exceeded 89/85 percent. Affected unit executives should monitor this closely. Also, the equalization status chart indicates the pending transfer of certain additive positions from some appellate clerks' offices to the circuit executive offices.

Fiscal Year 1995 Staffing Equalization Plan

It should be emphasized that down-sizing is the responsibility of each affected office. It is also that office's responsibility to manage within its operating budget. Any severance pay must come from funds allotted to the individual office. Therefore, prompt action in this regard will benefit the office by avoiding the continuance of severance payments into fiscal year 1996. Unlike severance pay, however, the lump sum payment for unused annual leave is not charged to an office's salary allotment.

The judiciary will offer Voluntary Separation Incentive Payments (buy-outs) to those offices defined in this equalization plan as being over 86 percent. There will be a 45 day window opening on November 7, 1994, and closing on December 21, 1994, during which all VSIPs must be made. These payments will not be charged to the offices' salary allotments. The lapsed salary funds for positions vacated through the VSIP program will be withdrawn. More information on this program will be sent under separate cover to those offices staffed in excess of 86 percent.

Glen K. Palman, Chief of the Bankruptcy Court Administration Division, will continue as coordinator for the staffing equalization effort. Additionally, if you have any questions, please contact the appropriate staff in the court administration divisions or the Probation and Pretrial Services Division. A final report on the fiscal year 1994 staffing equalization effort is being prepared and will be available shortly. Given the remarkable cooperation and success demonstrated last year, I am confident that we can meet our objective.

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L. Ralph Mecham

Attachments

cc: Chief Judges, United States Courts Circuit Executives District Court Executives

EXHIBIT I

		ALLOCATION OF CLERK'S OFFICE F COURTS OF APPEALS ACTUAL FILING DATA TO 6/30,	
10/28/94 ajun94.wk3 CIRCUIT	TOTAL STAFFING CREDIT	FY 95 STAFFING ALLOCATION AUTHORIZED PERMANENT & TEMPORARY POSITIONS FUNDED (84% OF FORMULA)	FY 95 EQUALIZATION UPPER LIMIT (86% OF FORMULA)
DC	32.83	28	28
FIRST	21.99	18	19
SECOND	65.40	55	56
THIRD	51.61	43	44
FOURTH	68.05	57	59
FIFTH	85.71	1997 - 19	
SIXTH	63.60	53	
SEVENTH	44.81	38	39
EIGHTH	45.13	38	39
NINTH	129.18	109	ана алана алана Алана алана алан
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ELEVENTH	76.40	64	66

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DISTRICT CLERKS OFFICE

EXHIBIT I

	FY 95 STAFFING FORMULA	FY 95 ALLOCATION	FY 95 EQUALIZATION
	TOTAL	PERMANENT	
	STAFFING	& TEMPORARY	UPPER
	CREDIT	POSITIONS	LIMIT
		FUNDED	
10/25/94	FULL IMPLEMENTATION	(B4% OF FULL FORMULA)	(B6% OF FLILL FORMULA)
DOCT94-R.WK3		10170 CATTOLL TO MAKENY	
D.C.	90.0	76	77
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MAINE	24.9	21	21
MASSACHUSETTS	84.0	<u>79</u>	81
NEW HAMPSHIRE	27.3	23	23
RHODE ISLAND	27.9	23	24
PUERTO RICO	50.8	43 Add 199	1
1ST CIRCUIT			(
CONNECTICUT	.68.3	57	59
NEW YORKIN	57.4	48	49
NEW YORK/E	151.5	127	130
NEW YORK/S	218.0	183	187
NEW YORK/W	50.0		
VERMONT		17	17
2ND CIRCUIT			
			
DELAWARE	27.0	23	23
NEW JERSEY	134.4	113	116
PENNSYLVANIA/E	196.9	165	169
PENNSYLVANIA/M	58.1	49	50
PENNSYLVANIAW	68.2	57	59
VIRGIN ISLANDS	22.1	19	19
	<u> </u>		
3RD CIRCUIT			
MARYLAND	94 5	79	81
NORTH CAROLINAVE	46.8	39	40
NORTH CAROLINA/M	33.2	28	29
NORTH CAROLINAW	32.7	27	28
SOUTH CAROLINA	81.6	69	70
VIRGINIAÆ	109.7	92	94
VIRGINIA/W	50.5	42	43
WESTVIRGINIAN	22.3	19	19
WEST VIRGINIA/S	44.3	37	38
ATH CIRCUIT			
LOUISIANA/E	86.0	721	74
LOUISIANA/M	29.1	24	25
LOUISIANAW			
MISSISSIPPIN		53	
	32.6	27	28
MISSISSIPPI/S	49.9	42	43
TEXAS/N	109.7	92	94
TEXAS/E	76.8	65	86
TEXAS/S	175.6	147	751
TEXAS/W	106.8	80	92
5TH CIRCUIT			
KENTLICKY/E	46.6	39	40
	42.8	36	37
KENTUCKY/W			
KENTUCKY/W MICHIGAN/E	121.8	102	105
KENTUCKY/W MICHIGAN/E	121.8		
KENTUCKY/W MICHIGAN/E MICHIGAN/W	121.8 58.4	49	60
KENTUCKY/W MICHIGAN/E MICHIGAN/W OHIO/N	121.8 58.4 118.8	49 100	50 102
KENTUCKY/W MICHIGAN/E MICHIGAN/W OHIO/N OHIO/S	121.8 58.4 118.8 68.8	49 100 58	50 102 59
KENTUCKY/W MICHIGAN/E MICHIGAN/W OHIO/N OHIO/N OHIO/S TENNESSEE/E	121.8 58.4 118.8 68.6 47.4	49 100 58 40	50 102 59
KENTUCKY/W MICHIGAN/E MICHIGAN/W OHIO/N OHIO/N TENNESSEE/E TENNESSEE/M	121.8 58.4 118.8 68.8 47.4 36.5	49 100 58 40 31	50 102 59 41 31
KENTUCKY/W MICHIGAN/E MICHIGAN/W OHIO/N OHIO/N OHIO/S TENNESSEE/E	121.8 58.4 118.8 68.6 47.4	49 100 58 40	50 102 59

EXHIBIT I

FY 95 STAFFING FORMULA	FY 95 ALLOCATION	FY 95 EQUALIZATION
TOTAL STAFFING	PERMANENT & TEMPORARY	UPPER
CREDIT	POSITIONS	LIMIT
FULL IMPLEMENTATION	(84% OF FULL FORMULA)	(86% OF FULL FORMULA)

10/25/94 DOCT94-R.WK3

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ILLINOIS/C	
ILLINOIS/S	
INDIANA/N	
INDIANA/S	
WISCONSIN/E	
WISCONSIN/W	

TH CIRCUIT

ARKANSAS/E
ARKANSAS/W
IOWA/N
IOWA/S
MINNESOTA
MISSOURI/E
MISSOURI/W
NEBRASKA
NORTH DAKOTA
SOUTH DAKOTA

STH CIRCUIT

ALASKA
ARIZONA
CALIFORNIA/N
CALIFORNIAE
CALIFORNIA/C
CALIFORNIAS
HAWAII
IDAHO
MONTANA
NEVADA
OREGON
WASHINGTON/E
WASHINGTON/W
GLIAM
NO MARIANA ISLANDS

9TH CIRCUIT

COLORADO	
KANSAS	
NEW MEXICO	
OKLAHOMAN	
OKLAHOMA/E	
OKLAHOMAW	
UTAH	
WYOMING	

10TH CIRCUIT

ALABAMAN	
ALABAMA/M	
ALABAMA/S	
FLORIDA/N	
FLORIDAM	
FLORIDA/S	
GEORGIA/N	
GEORGIAM	
GEORGIA/S	

11TH CIRCUIT

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EXHIBIT I

D000000000000000000000000000000000000	LERK'S OFFICE POSITIONS	
Formula Total Statfing Credit 1995	Permanent & Temporary Positions (84% of Formula)	Equalization TARGET LIMIT 86% Of Ceiling
17.65		
20.25 93.46 26.49 25.22 48.49	17 79 22 21 41	17 60 23 22 42
59.26 54.33 127.56 105.13 45.20 14.04	50 46 107 88 38	51 47 110 90 39
16.82 148.09 71.49 33.39 42.72	14 124 60 28	14. 127 61 29 37
94.00 39.73 32.08 29.20 44.08 109.53 41.19 15.78 20.34	79 33 27 25 37 92 35 13	81 34 28 25 38 94 35 14 17
34.55 16.21 46.93 26.56 43.19 96.76 36.61 81.35	29 14 39 22 36 81 31 68	30 30 14 23 37 83 31 70
35.16 41.16 98.49 44.27 98.17 99.03 64.44		61 30 35 65 38 84 65 55
56.09 98.90	<u>49</u>	

District of Columbia

1ST CIRCUIT

Maine	
Massachusetts	
New Hampshire	·
Rhode Island	4
Puerto Rico	

2ND CIRCUIT

Connecticut	14
New York, Northern	
New York, Eastern	1.1
New York, Southern	·
New York, Western	24
Vermont	¢.

3RD CIRCUIT

Delaware 200
New Jersey
Pennsylvania, Eastern
Pennsylvania, Middle 🖄
Pennsylvania, Western

4TH CIRCUIT

North Carolina, Eastern North Carolina, Middle North Carolina, Western South Carolina Virginia, Eastern Virginia, Western West Virginia, Northern	Maryland
North Carolina, Western South Carolina Virginia, Eastern Virginia, Western West Virginia, Northern	North Carolina, Eastern
South Carolina Virginia, Eastern Virginia, Western West Virginia, Northern	North Carolina, Middle
Virginia, Eastern Virginia, Western West Virginia, Northern	North Carolina, Western
Virginia, Western West Virginia, Northern	South Carolina
West Virginia, Northern	Virginia, Eastern
	Virginia, Western
	West Virginia, Northern
West Virginia, Southern	West Virginia, Southern

5TH CIRCUIT

Louisiana, Eastern
Louisiana, Middle
Louisiana, Western
Mississippi, Northern
Mississippi, Southern
Texas, Northern
Texas, Eastern
Texas, Southern
Texas, Western

6TH CIRCUIT

Kentucky, Eastern	
Kentucky, Western	
Michigan, Eastern	
Michigan, Western	· • • • •
Ohio, Northern	
Ohio, Southern	
Tennessee, Eastern	1.1
Tennessee, Middle	
Tennessee, Western	

EXHIBIT I

132

39

24 46

72

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22

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10/26/94

BOCT94.WK3

ALLOCATION OF CLERK'S OFFICE POSITIONS TO UNITED STATES BANKRUPTCY COURTS

Formula	Permanent	Equalization
Total	& Temporary	TARGET
Staffing	Positions	LIMIT
Credit		86%
1995	(84% of Formula)	Of Ceiling

129

38 24

45

71

37

24

12 15

7TH CIRCUIT

Illinois, Northern	
Illinois, Central	
Illinois, Southern	
Indiana, Northern	
Indiana, Southern	
Wisconsin, Eastern	
Wisconsin, Western	

8TH CIRCUIT

Arkansas	
Iowa, Northern	
lowa, Southern	××
Minnesota	
Missouri, Eastern	
Missouri, Western	
Nebraska	
North Dakota	
South Dakota	
South Dakota	

9TH CIRCUIT

Alaska
Arizona
California, Northern
California, Eastern
California, Central
California, Southern
Hawaii
Idaho
Montana
Nevada
Oregon
Washington, Eastern
Washington, Western

10TH CIRCUIT

Colorado
Kansas
New Mexico
Oklahoma, Northern
Oklahoma, Eastern
Oklahoma, Western
Utah
Wyoming

11TH CIRCUIT

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•	22.89			
	25.02		21	
	87.71	(74	·····
;	51.19		43	
	41.25		35	
			25	
	29.62		25	

153.19

45.01

28.05

53.13 84.14

43.74

29.03

14.82

17.41

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16.52	*********	14		14
106.38	***********	89		91
155.01	********	130		133
126.81		107		109
479.99		403	····	413
83.64		70		72
17.11		14		15
30.42		26		26
19.10		16	*****	18
52.87		44		45
76.86		65		66
28.37		24		24
85.89		72		74

77.59]	65		67
53.07		45		46
27.27		23		23
29.14		24		25
17.06		14		15
45.64		38		39
42.83		36	*******	37
15.84		13		14

107.69		90		93
34.22	,	29		29
21.69		18		19
22.33		19		19
161.40	•	136		139
87.67		74		75
140.92		118		121
56.17		47		48
46.92		39	******	40

FY 95 STAFFING ALLOCATION

PROBATION

PRETRIAL SERVICES

Court Name	100%	Allocation Level 84.00% of formula c	Upper Limit 86.00%		100% Formula*	Allocation Level 84.00% of formula	Upper Limit 86.00%
Ourrivanie	ronnula	or iornula c	n iornala		ronnula	oriornula	Ji lomua
District of Columbia	80	67	69	· -			
1ST CIRCUIT							
Maine	29	24	25				
Massachusetts	78	66	67		16	13	14
New Hampshire	21	18	18				
Rhode Island	21	18	18				
Puerto Rico	46	39	40		17	14	15
2ND CIRCUIT							
Connecticut	53	45	46		10	8	9
New York, Northern	49	41	42				
New York, Eastern	224	188	193		33	28	28
New York, Southern	198	166	170		37	31	32
New York, Western	64	54	55				
Vermont	21	18	18				
3RD CIRCUIT					ann ann a Mh		
Delaware	20	17	17				
New Jersey	155	130	133		32	27	28
Pennsylvania, Eastern	155	130	133		21	18	18
Pennsylvania, Middle	44	37	38				
Pennsylvania, Western	56	47	48		10	8	9
Virgin Islands	26	22	22				
4TH CIRCUIT							
Maryland	162	136	139		19	16	16
No. Carolina, Eastern	79	66	68		20	17	17
No. Carolina, Middle	48	40	41		11	9	9
No. Carolina, Western	107	90	92				
South Carolina	111	93	95		25	21	22
Virginia, Eastern	152	128	131		34	29	29
Virginia, Western	63	53	54				
W. Virginia, Northern	29	24	25				
W. Virginia, Southern	61	51	52				
5TH CIRCUIT							
Louisiana, Eastern	84	71	72		13	11	11
Louisiana, Middle	21	18	18				
Louisiana, Western	51	43	44				
Mississippi, Northern	38	32	33				
Mississippi, Southern	53	45	46				

FY 95 STAFFING ALLOCATION

PROBATION

PRETRIAL SERVICES

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		Allocation Level	Upper Limit		Allocation Level	Upper Limit
	100%	84.00%	86.00%	100%	84.00%	86.00%
Court Name		of formula			* of formula	
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Texas, Northern	155	130	133			
Texas, Eastern	68	57	58	-		
Texas, Southern	219	184	188	57	48	49
Texas, Western	183	154	157	49	41	42
6TH CIRCUIT						
Kentucky, Eastern	50	42	43			
Kentucky, Western	57	48	49			
Michigan, Eastern	126	106	108	37	31	32
Michigan, Western	43	36	37			
Ohio, Northern	98	82	84	15	13	13
Ohio, Southern	91	76	78	18	15	15
Tennessee, Eastern	69	58	59	14	12	12
Tennessee, Middle	54	45	46			
Tennessee, Western	50	42	43	13	11	11
7TH CIRCUIT						
Illinois, Northern	173	145	149	24	20	21
Illinois, Central	48	40	41			
Illinois, Southern	35	29	30		-	
Indiana, Northern	52	44	45			
Indiana, Southern	46	39	40			
Wisconsin, Eastern	56	47	48			
Wisconsin, Western	33	28	28			
8TH CIRCUIT						
Arkansas, Eastern	49	41	42			
Arkansas, Western	38	32	33			
Iowa, Northern	27	23	23			
Iowa, Southern	27	23	23			
Minnesota	63	53	54	14	12	12
Missouri, Eastern	63	53	54	16	13	14
Missouri, Western	69	58	59	15	13	13
Nebraska	35	29	30	7	6	6
North Dakota	20	17	17			
South Dakota	40	34	34		T	
9TH CIRCUIT						
Alaska	27	23	23			
Arizona	144	121	124	41	34	35

FY 95 STAFFING ALLOCATION

PROBATION

PRETRIAL SERVICES

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		Allocation Level	Upper Limit		Allocation Level	Upper Limit
	100%	84.00%		100%	84.00%	86.00
Court Name		of formula			of formula	
California, Northern	137	115	118	25	21	2:
California, Eastern	107	90	92	17	14	
California, Central	283	238	243	50	42	4
California, Southern	173	145	149	37	31	3
Hawaii	28	24	24	8	7	
Idaho	25	21	22			,
Montana	39	33	34			
Nevada	66	55	57	18	15	1:
Oregon	68	57	58	16	13	1.
Washington, Eastern	43	36	37			
Washington, Western	81	68	70	15	13	1:
Guam	14	12	12			
No. Mariana Islands						
10TH CIRCUIT						
Colorado	73	61	63	14	12	1:
Kansas	60	50	52			
New Mexico	68	57	58	26	22	2
Oklahoma, Northern	41	34	35			
Oklahoma, Eastern	18	15	15			
Oklahoma, Western	63	53	54			
Utah	54	45	46			
Wyoming	16	13	14			
11TH CIRCUIT						
Alabama, Northern	65	55	56			
Alabama, Middle	39	33	34	6	5	Ę
Alabama, Southern	47	39	40	10	8	Ş
Florida, Northern	66	55	57			
Florida, Middle	187	157	161	37	31	32
Florida, Southern	248	208	213	 51	43	44
Georgia, Northern	125	105	108	20	17	17
Georgia, Middle	64	54	55			
Georgia, Southern	54	45	46			
TOTAL	7,059.0	5,929.0	6,065.0	968.0	813.0	834.0

* Based on June 1994 workload data

FY 1995 JUDICIARY STAFFING EQUALIZATION - STATUS AS OF 10/1/94

		10	50	UODI									017	(TUC	, 70		10/	1/34	•		
84.0%	DISTR	RICT	CLERKS	S OFRICES		BANKR	UPTCY CLE	RKS OF	FICES	APPELLATE	CLERKS OF	FICES	P	ROBATIO	N OFFICES	3	PRET	RIAL SE	RVICE	S OFFI	CES 🔒
to	OPDS			to LOSE or G		OPDS	POSITIC	NS to LOSI	E or GAIN	OPDS	POSITIONS to LO	SE or GAIN	OPDS		SITIONS to LOS		OPDS			to LOSE	
86.0%	1 1	Ineru	Need to	May Ma	·		Current Need to	May	Мау	Estimate Current	Need to May	Mey	Estimate	1	ed to Mey	May	Estimate			May	May
	Filled FTE S Positions	terling		Recruit Recr			Staffing Reduce	Recruit	Recr ult	Filled FTE Statting	Reduce Recrui		FilledFTE		duce Recruit	Recruit	FilledFTE		1		Recruit
1028/94 Brastat whi	10/01/94	•	to 86.0%	Up to Up 86.0% 84	10 .0%	Positions 10/01/94	% to \$50%	Up to \$6.0%	Up to 84.0%	Positions % 10/01/94	to Up to 86,0% 86,0%		Positions 10/01/94		0 Up to 5.0% 86.0%	Up to 84.0%	Positions 10/01/94	1		Up to	Up to
Cher IN EDBOR			00.0 %	80.4% 84	.0%	1 1001/04	1 860%	80.0%	84,076	10/01/84	80.074 80.01	76 84.076		1 80	5.0% B6.0%	64.0%	10/01/84	1 8	0.0%	86.0%	84.0%
Istict of Columbia	B4.5	72%		12.5 1	1.5	13.0	72%	2.0	2.0	30.0 91%	-2.0		73.0	91% -	-4.0						
1ST CIRCUIT										To be transferred	to Circ. Exec.	2									
aine		81%			0.6	17.0	85%						20.0	69%	5.0	4.0					
assachusetts		79%			5,1	80.3	86% -0.3			20.8 95%	-1.8		51.0	85%	16.0		14.0	88%			
ew Hampshire		62%			0.6	22.8	66%	0.2		To be transferred	to Circ. Exec.	1	15.0	71%	3.0						
hode Island		79%			1.0	19.7	79%	2.4	1.4				16.0	78%	2.0						
uerto Rico	37.0	73%		7.0	6.0	40.0	83%	2.0	1.0				35.0	76%	5.0	4.0	10.0	59%	l	5.0	4.0
2ND CIRCUIT						·															······
onnectiout		71%			9.0	61.0	66%						42.0	79%	4.0		7.0	70%		2.0	1.0
ew York, Northern ew York, Eastern		84% 74%		1.0	4.5	46.0	85%	1.0					35.0	71%	7.0						l
ew York, Southern		72%			5.2	104.0	81%	6.0 15.6	3.0	58.0 66%		· · · · · · · · · · · · · · · · · · ·	171.0	74%	22.0		22.0	67%	-1.0	6.0	6.0
lew York, Western		70%			7.0	38.0	84%	1.0	13.0	L 30.0 00%	I		50.0	78%	5.0			09/0	-1.0		
emoni		80%			1.0	10.0	71%	2.0	2.0				15.0	71%	3.0						
3RD CIRCUIT	L						<u> </u>	1								1	L	h	L	1	J
ielaware	21.0	78%		2.0	2.0	14.8	88% -0.6	T					17.0	65%		T 1					
law Jorzey		75%			3.0	118.8	80%	8.3	5.3				121.0	78%	12.0	9.0	23.0	72%		5.0	4.0
erneyivania, E.		78%			1.5	81.0	86%			46 88%	-2.0		122.0	79%	11.0		14.0	87%		4.0	4.0
ernsylvania, M.	45.0	78%			4.0	29.0	86%		I	To be transferred		1	33.0	75%	5.0						
ernsylvania, W.	50.0	74%		9.0	7.0	37.0	88%						44.0	79%	4.0	3.0	8.0	80%		1.0	
firgin Islanda	19.0	86%											19.0	73%	3.0	3.0					
4TH CIRCUIT																					
laryland		76%			8.0	76.0	81%	5.0	3.0				122.0	75%	17.0		15.0	79%		1.0	1.0
lo, Cardina, E.	33.5	71%			5.5	30.0	75%	4.0	3.0				60.0	78%	8.0	8.0	14.0	70%		3.0	3.0
lo, Cardina, M.		79%			2.0	27.0	84%	1.0					46.3		-8,3	<u></u>	l			9.0	9.0
lo. Cerdina, W.	25.0	76%	┝───╂-		2.0	26.0	90% ~1.0		<u> </u>				66.0	62%	26.0						
Iouth Caroline	59.0 88.0	72%			0.0 4.0	36.0	82%	2.0	1.0	51.0 75%		.0 6.0	86.0	77%	9.0		14.0 23.0	56%		8.0 6.0	7.0
/irginia, Eastem /irginia, Westem	39.0	78%	 -		3.0	35.0	85%	4.0	<u> </u>	01.0 75%		.0 6.0	53.0	84%	1.0		0.0			0.0	
V. Virginia, N.	18.0	62%			1.0	10.5	00%	3.5	2.5				17.0	59%	8.0		0.0				
V. Virginia, S.	34.0	77%			3.0	18.5	83%	0.5					48.0	79%	4.0						
5TH CIRCUIT		~~~~			······		I	•					L					l			
ouisiara, Eastern	86.0	77%		8.0	6.0	29.6	65%	0.4		87.85 102%	-13.7		72.0	86%		1	11.0	65%		T	
cuisiara, Midde	22.0	78%			2.0	15.0	94% -1.0			To be transferre		8	19.0		-1.0						
cuisiana, Western	50.0	78%			3.0	38.0	81%	2.0	1.0				37.0	73%	7.0						
Alasiasippi, N.	25.5	77%		2.5	1.5	23.0	85%						29.0	76%	4.(
Alasissippi, S.	38.0	72%			6.0	37.0	88%		┝───┤				41.0	77%	5.0						
exas, Northern	84.8	77%	┝		7.3	82.0	85%	1.0	 				124.0	80%	9.0	0.0					
iexas, Eastern	59.0	77%			8.0	29.0	78%	2.0	2.0				58.0	85%		+		7.04			
Texas, Southern	84.0	72%	├		20.0 6.0	72.5	90%2.5		t				168.0	86% 82%	7.0	0 4.0	41.0	72%		8.0 5.0	7.0
Texas, Western	L04.0 [1874	LL	0.0	3.01	57.0	0076	4.0	2.0				1 100.0	0.674	<i>(</i>)	4.0	57.0	10%	l_	5.0	4.0
6TH CIRCUIT Kentucky, Eastern	38.0	81%	<u>г т</u>	2.0	1.0	210			T				39.0	76%	4.	0 3.0				r	7
Kertucky, Bastern	35.0	81%	<u>├</u>	2.0	1.0	31.0 36.0	89% -1.0 88% -1.0		<u>├</u>				48.0	84%	1.						
Hichigan, Eastern	99.5	82%	┠╄-		2.5	78.9	80% -1.0	6.1	4.1				96.0	78%	12		30.0	81%		2.0	1.0
Michigan, Western	40.8	70%		9.4	8.4	37.1	84%	0.9					34.0	79%	3.						
Dhio, Northern	82.0	69%			8.0	89.5	91% -8.5						84.0	86%			12.5	83%		0.5	0.5
bhio, Southern	55.5	80%		3.5	2.5	87.1	88% -2.1			52.1 81%	2	9.0	75.0	82%	3.		13.0	72%		2.0	2.0
iermesee, E.	39.0	83%		2.0	1.0	54.0	84%	1.0					51.0	74%	8.		11.0	79%		1.0	1.0
fernessee, M.	27.0	73%		4.0	4.0	52.5	91% -2.5						41.0	76%	5.						
fermesee, W.	33.0	75%		5.0	4.0	73.0	74%	12.0	10.0				39.0	78%	4.	0 3.0	7.0	54%	_	4.0	4.0

FY 1995 JUDICIARY STAFFING EQUALIZATION - STATUS AS OF 10/1/94

	11 1992 200101			51A105 A5 01	10/1/54
64.0%	DISTRICT CLERKS OFFICES	BANKRUPTCY CLERKS OFFICES	APPELLATE CLERKS OFFICES	PROBATION OFFICES	PRETRIAL SERVICES OFFICES
to	OPDS POSITIONS to LOSE or GAIN	OPDS POSITIONS to LOSE or GAIN	OPDS POSITIONS to LOSE or GAIN	OPDS POSITIONS to LOSE or GAIN	OPDS POSITIONS to LOSE or GAIN
86.0%	Estimate Current Need to May May	Estimate Current Need to May May	Estimate Current Need to May May	Estimate Current Need to May May	Estimate Current Need to May May
	Filled FTE Staffing Reduce Recruit Recruit	Filled FTE Staffing Reduce Recruit Recruit	Filled FTE Statting Reduce Recruit Recruit	Filled FTE Staffing Reduce Recruit Recruit	Filled FTE Staffing Reduce Recruit Recruit
1078.94	Positions % to Up to Up to	Positions % to Up to Up to 10/01/94 86.0% 86.0% 84.0%	Positions % to Up to Up to 10/01/54 86.0% 86.0%	Positions % to Up to Up to	Positions % to Up to Up to
BangElAT we3	10/01/94 88.0% 88.0% 84.0%	10/01/94 86.0% 86.0% 84.0%	10/01/94 86.0% 86.0% 84.0%	10/01/94 88.0% 86.0% 84.0%	10/01/34 85.0% 86.0% 84.0%
7TH CIRCUIT			e		
Illnois, Northern	115.0 B1% B.O 5.0	122.8 80% 9.2 . 6.2	38 84% 1.0	154.0 89% ~5.0	15.0 63% 6.0 5.0
Itinois, Central	29.0 73% 5.0 5.0	38.0 84% 1.0		41.5 86% -0.5	
Illinois, Southern	29.8 78% 3.2 2.2	23.5 84% 0.5 0.5		27.5 79% 2.5 1.5	
Indana, Northern	41.0 75% 7.0 5.0	45.0 85% 1.0		44.0 85% 1.0	
Indana, Southern	43.0 83% 2.0 1.0	71.8 85% 0.3		36.0 78% 4.0 3.0	
Wisconsin, Eastern	30.5 73% 5.5 4.5	39.5 90% -1.5		39.8 71% 8.3 7.3	
Wisconsin, Western	19.0 73% 3.0 3.0	22.8 79% 2.2 1.2		22.0 67% 6.0 6.0	
STHCIRCUIT		······		· · · · · · · · · · · · · · · · · · ·	
Arkensas, Eastern	41.0 75% 8.0 5.0	37.0 60% 2.0 1.0		39.0 80% 3.0 2.0	
Arkansas, Western	22.2 72% 4.8 3.8			25.0 66% 8.0 7.0	
Iowa, Northern	18.0 72% 3.0 3.0	18.0 78% 2.0 1.0		20.0 74% 3.0 3.0	
Iowa, Southern	24.8 77% 2.3 2.3	20.0 80% 2.0 1.0		17.0 63% 6.0 6.0	
Minnesota	46.0 77% 6.0 4.0	76.9 87%1.9	42 034 -20	50.0 79% 4.0 3.0	11.0 79% 1.0 1.0
Missouri, Eastern	57.6 82% 2.4 1.4 57.0 79% 5.0 3.0	44.0 88%	42 93% -3.0 To be transferred to Circ, Exec., 4	49.0 78% 5.0 4.0 58.0 84% 1.0 <th>13.0 81% 1.0 11.0 73% 2.0 2.0</th>	13.0 81% 1.0 11.0 73% 2.0 2.0
Missouri, Western Nebraska	31.0 82% 2.0 1.0	25.0 83%	to be datistened to GRC, Exec., 4	58.0 84% 1.0 30.0 86%	11.0 73% 2.0 2.0 6.0 86%
North Dakota	16.0 73% 3.0 3.0	10.0 e7% 3.0 2.0		20.0 100% -3.0	
South Dakota	18.0 73% 3.0 3.0	15.0 86%		29.5 74% 4.5 4.5	
				20.0 14.0 4.0 4.0	
BTH CIACUIT	28.0 85% 0.0 0.0	12.8 75% 1.3 1.3			
Alaska	28.0 85% 0.0 0.0 79.5 74% 13.5 10.5	92.5 87% -1.5		25.5 94% -2.5 123.0 85% 1.0	35.0 85%
Arizona California, Northern	103.5 78% 9.5 7.5	129.6 84% 3.4 0.4	102.5 79% 8.5 6.5	98.8 72% 19.2 16.2	17.0 68% 5.0 4.0
California, Eastern	65.0 78% 9.0 7.0	102.0 80% 7.0 5.0		89.7 84% 2.3 0.3	11.0 65% 4.0 3.0
California, Central	151.0 74% 28.0 22.0	384.0 80% 29.0 19.0	8.0 80% 1.0	205.0 72% 38.0 33.0	33.0 66% 10.0 9.0
California, Southern	64.0 75% 9.0 8.0	65.0 77% 7.0 5.0		131.0 76% 18.0 14.0	28.0 70% 6.0 5.0
Hawail	28.0 70% 8.0 5.0	12.0 71% 3.0 2.0		22.0 79% 2.0 2.0	4.0 50% 3.0 3.0
Idaho	21.0 75% 3.0 3.0	24.4 81% 1.6 1.8		17.0 68% 5.0 4.0	
Montara	24.0 75% 4.0 3.0	12.0 63% 4.0 4.0		30.0 77% 4.0 3.0	
Nevada	48.5 78% 4.5 3.5	42.5 80% 2.5 1.5		55.0 83% 2.0	12.0 67% 3.0 3.0
Oregon	50.5 79% 4.5 3.5	50.5 86% 15.5 14.5		60.0 88% -2.0	11.0 59% 3.0 2.0
Washington, E.	25.0 89% ~1.0	24.3 87% -0.3		25.0 58% 12.0 11.0	
Washington, W.	48.6 74% 8.4 8.4	67.0 78% 7.0 5.0		63.0 78% 7.0 5.0	13.0 87%
Guam	6.0 67% 2.0 2.0			10.0 71% 2.0 2.0	
No. Mariana Islanda	4.0 80%				
10TH CIRCUIT					······································
Colorado	42.0 68% 13.0 12.0	59.5 78% 7.5 5.5	33.0 79% 3.0 2.0	61.0 84% 2.0	11.0 79% 1.0 1.0
Kareas	51.0 78% 5.0 4.0	48.0 87%		45.0 75% 7.0 5.0	
New Mexico	52.0 88% -1.0	23.5 87% -0.5		50.0 74% 8.0 7.0	20.0 77% 2.0 2.0
Oklahoma, Northern	23.3 65% 7.8 6.8	24.5 84% 0.5 11.0 65% 4.0 3.0		29.0 71% 6.0 5.0	<u>├</u>
Okishome, Eastern	14.0 67% 4.0 3.0			13.0 72% 2.0 2.0	
Oklahoma, Western	42.5 73% 7.5 6.6 28.5 77% 3.5 2.5			46.0 73% 8.0 7.0 42.0 76% 4.0 3.0	├
Utah					
Wyoning	13.5 88% 3.5 3.5	11.0 69% 3.0 2.0		15.0 94% -1.0	
11TH CIRCUIT					[]
Alabama, Northern	58.0 62% 22.0 20.0	91.0 84% 2.0		50.0 77% 80 5.0	5 0 838
Alabama, Middle	29.0 71% 8.0 5.0 30.0 81% 2.0 1.0	27.0 79% 2.0 2.0 17.0 77% 2.0 1.0		29.0 74% 5.0 4.0 39.0 83% 1.0	5.0 B3% 9.0 90%
Alabama, Southern Florida, Northern	30.0 81% 2.0 1.0 34.0 81% 2.0 2.0	18.0 82% 1.0 1.0		50.0 76% 7.0 5.0	
Florida, Normern Florida, Middle	105.0 80% 7.0 5.0	143.7 89% -4.7		150.0 80% 11.0 7.0	27.0 73% 5.0 4.0
Florida, Southern	119.0 79% 10.0 7.0	72.0 82% 3.0 2.0		221.0 89% -8.0	39.9 78% 4.1 3.1
Georgia, Northern	72.0 73% 13.0 11.0	118.5 83% 4.5 1.5	85 88% 1.0	93.5 75% 14.5 11.5	14.0 70% 3.0 3.0
Georgia, Niddle	28.0 78% 4.0 3.0	45.0 80% 3.0 2.0	To be transferred to Circ, Exec 2	46.0 72% 9.0 8.0	
Georgia, Southern	28.0 76% 4.0 3.0	34.0 72% 6.0 5.0		43.0 80% 3.0 2.0	├ ─── ├ ─── ├ ─── ├ ─── ├ ───
					1i
TOTAL	4,592.3 78% -2.0 605.7 489.7	4,521.3 82% -28.1 235.8 158.5	832.1 88% -225 25.4 15.4	5,548.3 79% -32.3 551.0 441.0	703.4 73% -1.0 131.6 114.6
				Location - and - and - and - and	L taking room tary mean right

REQUEST FOR AUTHORIZATION TO HIRE FROM AN OFFICE OVER 86 PERCENT UNDER STAFFING EQUALIZATION PLAN

To:

Regiona	al Administ	rator,	(check	one)	
	Court Admi	Inistrat	tion Div	visions	
	Probation	and Pre	etrial :	Services	Division

HIRING OFFICE Α.

Circuit or District

Current authorized staffing levels: 84% 86%

of FTE positions* on board before this authorization _____

OFFICE OVER 86 PERCENT в.

Court Unit Circuit or District

of FTE positions* on board before this authorization

Is this unit in the same commuting area as the hiring unit? ____

C. EMPLOYEE DATA

Name _____ SSN

I certify that to the best of my knowledge, the information provided above is accurate.

Chief, Hiring Court Unit

Date

*FTE means full time equivalent. An employee working 80 hours per pay period equals 1 FTE; an employee working 40 hours per pay period equals .5 FTE. Include positions loaned or detailed to other units, part-time and temporary positions, and all pending hiring commitments.

cc: Clerk/Chief, Over Limit Court Unit

Authorized by:

Regional Administrator

Date

Comments and Concurrences: _____

cc: HRD Team Leader Clerk/Chief, Hiring Unit Budget Analyst Clerk/Chief, Over Limit Unit

RECOMMENDATION AND APPROVAL OF A STAFFING EQUALIZATION BONUS

Gaining Court

· • *

Name of Employee	Social Security No	Duty	Station
Position Title	Location (City, St		Plan -
		Serie	es/Grade/Step
Rate of Basic Pay (r	ot including locality	pay) Effe	ctive Date
		-	
Accounting Code	Mail Check to:		
	ATION MUST BE ATTACHED		THE RECOMMENDING AND
APPROVING OFFICIALS	FOR A STAFFING EQUALIZ	ATION BONUS:	
	n justification outlin in filling the position		
	osed staffing equalization		
	copy of the service a		
*	RECOMMENDA	TION	
RECOMMENDED AMOUNT	PRI	RCENTAGE OF SAL	LARY
\$			ક્ર
	I have reviewed all r bove-named employee me		
IGNATURE OF RECOMMEN	DING OFFICIAL	TITLE	DATE
	APPROVA	L	
PPROVED AMOUNT	PER	CENTAGE OF SAL	ARY
\$			£

SEND COMPLETED FORM AND APPROPRIATE ATTACHMENTS TO THE OFFICE OF THE ASSISTANT DIRECTOR FOR COURT PROGRAMS, ADMINISTRATIVE OFFICE OF THE U.S. COURTS.

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STAFFING EQUALIZATION BONUS SERVICE AGREEMENT

NAME (Last, First, Middle) TITLE

CURRENT RESIDENCE ADDRESS (Number and Street, City, State, ZIP)

NEW RESIDENCE ADDRESS (if different from above)

EFFECTIVE DATE OF RELOCATION

NEW DUTY STATION

NAME AND LOCATION OF NEW EMPLOYING OFFICE (Gaining Court)

TELEPHONE NUMBERS: WORK: HOME :

TRANSFERRING EMPLOYEE'S AGREEMENT TO REMAIN IN GOVERNMENT SERVICE FOR TWELVE (12) MONTHS OR TO REPAY THE GOVERNMENT FOR THE STAFFING EQUALIZATION BONUS ADVANCED.

I have agreed to accept to relocate from my old duty station in

(City/State)	(Judicial	District)	
to my new duty station located	in		1
		(City/State)	

(Judicial District)

In consideration of the payment by the Government for a staffing equalization bonus, I hereby agree:

To remain in the service of the Judiciary for twelve (12) months a. following the date of my relocation, effective (dat unless separated for reasons beyond my control which are acceptable to the Director of the Administrative Office, United States Courts. (date) b. That, if I do not fulfill that portion of this agreement set forth in the paragraph above, or for any reason not acceptable to the Director of the Administrative Office, United States Courts, and do not complete the twelve (12) months in the new duty station, any moneys expended by the United States on my account for a staffing equalization bonus will be considered as a debt due by me or my estate or personal representative to the United States, which I hereby agree to pay in full as directed by the Director of the Administrative Office, United States Courts.

Signature of employee_____ Date _____