

ADMINISTRATIVE OFFICE OF THE
UNITED STATES COURTS

L. RALPH MECHAM
DIRECTOR

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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;

- 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
- 4) 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.

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.



L. Ralph Meham

Attachments

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

ALLOCATION OF CLERK'S OFFICE POSITIONS TO
COURTS OF APPEALS
ACTUAL FILING DATA TO 6/30/94

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
FIRST	21.99	18	19
SECOND	65.40	55	56
THIRD	51.61	43	44
FOURTH	68.05	57	59
FIFTH	85.71	72	74
SIXTH	63.60	53	55
SEVENTH	44.81	38	39
EIGHTH	45.13	38	39
NINTH	129.18	109	111
NINTH BAP	10.00	8	9
TENTH	41.89	35	36
ELEVENTH	76.40	64	66
TOTAL	736.59	618	635

DISTRICT CLERKS OFFICE

EXHIBIT I

10/25/94
DOCT94-R.WK3

	FY 95 STAFFING FORMULA TOTAL STAFFING CREDIT FULL IMPLEMENTATION	FY 95 ALLOCATION PERMANENT & TEMPORARY POSITIONS FUNDED (84% OF FULL FORMULA)	FY 95 EQUALIZATION UPPER LIMIT (86% OF FULL FORMULA)
D.C.	90.0	76	77
1ST CIRCUIT			
MAINE	24.9	21	21
MASSACHUSETTS	94.0	79	81
NEW HAMPSHIRE	27.3	23	23
RHODE ISLAND	27.9	23	24
PUERTO RICO	50.8	43	44
2ND CIRCUIT			
CONNECTICUT	68.3	57	59
NEW YORK/N	57.4	48	49
NEW YORK/E	151.5	127	130
NEW YORK/S	218.0	183	187
NEW YORK/W	50.0	42	43
VERMONT	19.8	17	17
3RD CIRCUIT			
DELAWARE	27.0	23	23
NEW JERSEY	134.4	113	116
PENNSYLVANIA/E	196.9	165	169
PENNSYLVANIA/M	58.1	49	50
PENNSYLVANIA/W	68.2	57	59
VIRGIN ISLANDS	22.1	19	19
4TH CIRCUIT			
MARYLAND	94.5	79	81
NORTH CAROLINA/E	46.8	39	40
NORTH CAROLINA/M	33.2	28	29
NORTH CAROLINA/W	32.7	27	28
SOUTH CAROLINA	81.6	69	70
VIRGINIA/E	109.7	92	94
VIRGINIA/W	50.5	42	43
WEST VIRGINIA/N	22.3	19	19
WEST VIRGINIA/S	44.3	37	38
5TH CIRCUIT			
LOUISIANA/E	86.0	72	74
LOUISIANA/M	29.1	24	25
LOUISIANA/W	63.7	53	55
MISSISSIPPI/N	32.6	27	28
MISSISSIPPI/S	49.9	42	43
TEXAS/N	109.7	92	94
TEXAS/E	76.8	65	66
TEXAS/S	175.6	147	151
TEXAS/W	106.8	90	92
6TH CIRCUIT			
KENTUCKY/E	46.6	39	40
KENTUCKY/W	42.8	36	37
MICHIGAN/E	121.8	102	105
MICHIGAN/W	58.4	49	50
OHIO/N	118.8	100	102
OHIO/S	68.8	58	59
TENNESSEE/E	47.4	40	41
TENNESSEE/M	36.5	31	31
TENNESSEE/W	44.3	37	38

10/25/94
DOCT94-R.WK3

FY 95 STAFFING FORMULA
TOTAL
STAFFING
CREDIT
FULL IMPLEMENTATION

FY 95 ALLOCATION
PERMANENT
& TEMPORARY
POSITIONS
FUNDED
(84% OF FULL FORMULA)

FY 95 EQUALIZATION
UPPER
LIMIT
(86% OF FULL FORMULA)

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

142.5
40.0
38.4
55.3
52.2
41.7
26.0

120
34
32
46
44
35
22

123
34
33
48
45
36
22

7TH CIRCUIT

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

55.0
30.9
24.8
31.8
60.1
69.9
72.0
38.5
22.5
22.1

46
26
21
27
50
59
60
32
19
19

47
27
21
27
52
60
62
33
19
19

8TH CIRCUIT

ALASKA
ARIZONA
CALIFORNIA/N
CALIFORNIA/E
CALIFORNIA/C
CALIFORNIA/S
HAWAII
IDAHO
MONTANA
NEVADA
OREGON
WASHINGTON/E
WASHINGTON/W
GUAM
NO MARIANA ISLANDS

33.0
107.6
131.6
86.2
205.5
85.4
36.8
28.4
32.3
61.7
64.1
28.2
65.7
9.2
4.6

28
90
111
72
173
72
31
24
27
52
54
24
55
8
4

28
93
113
74
177
73
32
24
28
53
55
24
57
8
4

9TH CIRCUIT

COLORADO
KANSAS
NEW MEXICO
OKLAHOMA/N
OKLAHOMA/E
OKLAHOMA/W
UTAH
WYOMING

63.9
65.4
59.3
35.8
20.6
58.1
37.0
20.2

54
55
50
30
17
49
31
17

55
56
51
31
18
50
32
17

10TH CIRCUIT

ALABAMA/N
ALABAMA/M
ALABAMA/S
FLORIDA/N
FLORIDA/M
FLORIDA/S
GEORGIA/N
GEORGIA/M
GEORGIA/S

90.7
40.6
36.6
42.3
130.6
149.6
98.5
36.7
37.2

76
34
31
36
110
126
83
31
31

78
35
32
36
112
129
85
32
32

11TH CIRCUIT

GRAND TOTAL

6044.4

5079

5196

10/26/94

BOCT94.WK3

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

	Formula Total Staffing Credit 1995	Permanent & Temporary Positions (84% of Formula)	Equalization TARGET LIMIT 86% Of Ceiling
District of Columbia	17.65	15	15
1ST CIRCUIT			
Maine	20.25	17	17
Massachusetts	93.46	79	60
New Hampshire	26.49	22	23
Rhode Island	25.22	21	22
Puerto Rico	48.49	41	42
2ND CIRCUIT			
Connecticut	59.26	50	51
New York, Northern	54.33	46	47
New York, Eastern	127.56	107	110
New York, Southern	105.13	88	90
New York, Western	45.20	38	39
Vermont	14.04	12	12
3RD CIRCUIT			
Delaware	16.82	14	14
New Jersey	148.09	124	127
Pennsylvania, Eastern	71.49	60	61
Pennsylvania, Middle	33.39	28	29
Pennsylvania, Western	42.72	36	37
4TH CIRCUIT			
Maryland	94.00	79	81
North Carolina, Eastern	39.73	33	34
North Carolina, Middle	32.08	27	28
North Carolina, Western	29.20	25	25
South Carolina	44.08	37	38
Virginia, Eastern	109.53	92	94
Virginia, Western	41.19	35	35
West Virginia, Northern	15.78	13	14
West Virginia, Southern	20.34	17	17
5TH CIRCUIT			
Louisiana, Eastern	34.55	29	30
Louisiana, Middle	16.21	14	14
Louisiana, Western	46.93	39	40
Mississippi, Northern	26.58	22	23
Mississippi, Southern	43.19	36	37
Texas, Northern	96.76	81	83
Texas, Eastern	36.61	31	31
Texas, Southern	81.35	68	70
Texas, Western	70.56	59	61
6TH CIRCUIT			
Kentucky, Eastern	35.16	30	30
Kentucky, Western	41.16	35	35
Michigan, Eastern	98.49	83	85
Michigan, Western	44.27	37	38
Ohio, Northern	98.17	82	84
Ohio, Southern	99.03	83	85
Tennessee, Eastern	64.44	54	55
Tennessee, Middle	56.09	49	50
Tennessee, Western	98.90	83	85

10/26/94

BOCT94.WK3

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

	Formula Total Staffing Credit 1995	Permanent & Temporary Positions (84% of Formula)	Equalization TARGET LIMIT 86% Of Ceiling
7TH CIRCUIT			
Illinois, Northern	153.19	129	132
Illinois, Central	45.01	38	39
Illinois, Southern	28.05	24	24
Indiana, Northern	53.13	45	46
Indiana, Southern	84.14	71	72
Wisconsin, Eastern	43.74	37	38
Wisconsin, Western	29.03	24	25
8TH CIRCUIT			
Arkansas	45.73	38	39
Iowa, Northern	22.89	19	20
Iowa, Southern	25.02	21	22
Minnesota	87.71	74	75
Missouri, Eastern	51.19	43	44
Missouri, Western	41.25	35	35
Nebraska	29.62	25	25
North Dakota	14.82	12	13
South Dakota	17.41	15	15
9TH CIRCUIT			
Alaska	16.52	14	14
Arizona	106.38	89	91
California, Northern	155.01	130	133
California, Eastern	126.81	107	109
California, Central	479.99	403	413
California, Southern	83.64	70	72
Hawaii	17.11	14	15
Idaho	30.42	26	26
Montana	19.10	16	16
Nevada	52.67	44	45
Oregon	76.86	65	66
Washington, Eastern	28.37	24	24
Washington, Western	85.89	72	74
10TH CIRCUIT			
Colorado	77.59	65	67
Kansas	53.07	45	46
New Mexico	27.27	23	23
Oklahoma, Northern	29.14	24	25
Oklahoma, Eastern	17.06	14	15
Oklahoma, Western	45.64	38	39
Utah	42.83	36	37
Wyoming	15.84	13	14
11TH CIRCUIT			
Alabama, Northern	107.69	90	93
Alabama, Middle	34.22	29	29
Alabama, Southern	21.69	18	19
Florida, Northern	22.33	19	19
Florida, Middle	161.40	136	139
Florida, Southern	87.67	74	75
Georgia, Northern	140.92	118	121
Georgia, Middle	56.17	47	48
Georgia, Southern	46.92	39	40
Total- 6/94 Actuals	5,504.36	4,623	4,729

(10/28/94)

FY 95 STAFFING ALLOCATION

Court Name	PROBATION			PRETRIAL SERVICES		
	Allocation	Upper		Allocation	Upper	
	Level	Limit		Level	Limit	
	100%	84.00%	86.00%	100%	84.00%	86.00%
	Formula*	of formula	of formula	Formula*	of formula	of formula
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						
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			

(10/28/94)

FY 95 STAFFING ALLOCATION

PROBATION

PRETRIAL SERVICES

Court Name	PROBATION			PRETRIAL SERVICES		
	Allocation	Upper		Allocation	Upper	
	Level	Limit		Level	Limit	
	100%	84.00%	86.00%	100%	84.00%	86.00%
	Formula* of formula of formula			Formula* of formula of formula		

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			
9TH CIRCUIT						
Alaska	27	23	23			
Arizona	144	121	124	41	34	35

FY 95 STAFFING ALLOCATION

Court Name	PROBATION			PRETRIAL SERVICES		
	Allocation	Upper		Allocation	Upper	
	Level	Limit		Level	Limit	
	100%	84.00%	86.00%	100%	84.00%	86.00%
	Formula*	of formula	of formula	Formula*	of formula	of formula
California, Northern	137	115	118	25	21	22
California, Eastern	107	90	92	17	14	15
California, Central	283	238	243	50	42	43
California, Southern	173	145	149	37	31	32
Hawaii	28	24	24	8	7	7
Idaho	25	21	22			
Montana	39	33	34			
Nevada	66	55	57	18	15	15
Oregon	68	57	58	16	13	14
Washington, Eastern	43	36	37			
Washington, Western	81	68	70	15	13	13
Guam	14	12	12			
No. Mariana Islands						
10TH CIRCUIT						
Colorado	73	61	63	14	12	12
Kansas	60	50	52			
New Mexico	68	57	58	26	22	22
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	5
Alabama, Southern	47	39	40	10	8	9
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

84.0%
to
86.0%

10/29/94
REESTAT-43

DISTRICT CLERKS OFFICES				
OPDS Estimate Filled FTE Positions 10/01/94	Current Staffing %	POSITIONS to LOSE or GAIN		
		Need to Reduce to 86.0%	May Recruit Up to 86.0%	May Recruit Up to 84.0%

BANKRUPTCY CLERKS OFFICES				
OPDS Estimate Filled FTE Positions 10/01/94	Current Staffing %	POSITIONS to LOSE or GAIN		
		Need to Reduce to 86.0%	May Recruit Up to 86.0%	May Recruit Up to 84.0%

APPELLATE CLERKS OFFICES				
OPDS Estimate Filled FTE Positions 10/01/94	Current Staffing %	POSITIONS to LOSE or GAIN		
		Need to Reduce to 86.0%	May Recruit Up to 86.0%	May Recruit Up to 84.0%

PROBATION OFFICES				
OPDS Estimate Filled FTE Positions 10/01/94	Current Staffing %	POSITIONS to LOSE or GAIN		
		Need to Reduce to 86.0%	May Recruit Up to 86.0%	May Recruit Up to 84.0%

PRETRIAL SERVICES OFFICES				
OPDS Estimate Filled FTE Positions 10/01/94	Current Staffing %	POSITIONS to LOSE or GAIN		
		Need to Reduce to 86.0%	May Recruit Up to 86.0%	May Recruit Up to 84.0%

District of Columbia

84.5	72%		12.5	11.5
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13.0	72%		2.0	2.0
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30.0	81%	-2.0		
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73.0	81%	-4.0		
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1ST CIRCUIT

20.4	81%		0.8	0.8
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17.0	85%			
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To be transferred to Circ. Exec... 2

20.0	89%		5.0	4.0
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Massachusetts

73.9	79%		7.1	5.1
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80.3	86%	-0.3		
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20.8	95%	-1.8		
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51.0	85%		16.0	15.0
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14.0	88%			
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New Hampshire

22.2	82%		0.8	0.8
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22.8	88%		0.2	
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To be transferred to Circ. Exec... 1

15.0	71%		3.0	3.0
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Rhode Island

22.0	79%		2.0	1.0
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19.7	79%		2.4	1.4
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16.0	78%		2.0	2.0
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Puerto Rico

37.0	73%		7.0	6.0
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40.0	83%		2.0	1.0
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35.0	76%		5.0	4.0
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10.0	59%		5.0	4.0
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2ND CIRCUIT

48.0	71%		11.0	9.0
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51.0	86%			
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42.0	79%		4.0	3.0
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7.0	70%		2.0	1.0
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New York, Northern

48.0	84%		1.0	
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48.0	85%		1.0	
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35.0	71%		7.0	8.0
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New York, Eastern

112.5	74%		17.5	14.5
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104.0	81%		6.0	3.0
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171.0	78%		22.0	17.0
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22.0	87%		6.0	6.0
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New York, Southern

157.8	72%		29.2	25.2
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74.4	71%		15.8	13.8
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58.0	88%			
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148.2	74%		23.8	19.8
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33.0	89%	-1.0		
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New York, Western

35.0	70%		8.0	7.0
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38.0	84%		1.0	
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50.0	78%		5.0	4.0
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Connecticut

16.0	80%		1.0	1.0
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10.0	71%		2.0	2.0
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15.0	71%		3.0	3.0
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3RD CIRCUIT

21.0	78%		2.0	2.0
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14.8	88%	-0.8		
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48	88%	-2.0		
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17.0	85%			
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Delaware

100.0	78%		18.0	13.0
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118.8	80%		8.3	5.3
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To be transferred to Circ. Exec... 1

121.0	78%		12.0	9.0
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23.0	72%		5.0	4.0
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New Jersey

153.5	78%		15.5	11.5
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81.0	88%			
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122.0	79%		11.0	8.0
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14.0	87%		4.0	4.0
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Pennsylvania, E.

45.0	78%		5.0	4.0
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29.0	88%			
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33.0	75%		5.0	4.0
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8.0	80%		1.0	
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Pennsylvania, M.

50.0	74%		9.0	7.0
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37.0	86%			
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44.0	79%		4.0	3.0
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Pennsylvania, W.

19.0	86%			
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19.0	73%		3.0	3.0
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Virgin Islands

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4TH CIRCUIT

71.0	78%		10.0	8.0
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78.0	81%		5.0	3.0
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51.0	75%		8.0	6.0
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122.0	75%		17.0	14.0
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15.0	79%		1.0	1.0
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District of Columbia

33.5	71%		6.5	5.5
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30.0	75%		4.0	3.0
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60.0	78%		8.0	8.0
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14.0	70%		3.0	3.0
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Florida, E.

26.0	79%		3.0	2.0
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27.0	84%		1.0	
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46.3	86%	-5.3		
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			9.0	9.0
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Florida, M.

25.0	76%		3.0	2.0
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26.0	90%	-1.0		
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66.0	82%		26.0	24.0
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Florida, W.

59.0	72%		11.0	10.0
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38.0	82%		2.0	1.0
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88.0	77%		9.0	7.0
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14.0	56%		8.0	7.0
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Georgia, Eastern

88.0	80%		6.0	4.0
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90.0	82%		4.0	2.0
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118.0	78%		13.0	10.0
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23.0	88%		6.0	6.0
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Georgia, Western

39.0	78%		4.0	3.0
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35.0	85%			
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53.0	84%		1.0	
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0.0				
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North Carolina

18.0	82%		1.0	1.0
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10.5	86%		3.5	2.5
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17.0	59%		8.0	7.0
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Virginia, Eastern

34.0	77%		4.0	3.0
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18.5	83%		0.5	0.5
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48.0	79%		4.0	3.0
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Virginia, Western

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

To:

Regional Administrator, (check one)
_____ Court Administration Divisions
_____ Probation and Pretrial Services Division

A. HIRING OFFICE

Court Unit _____
Circuit or District _____

Current authorized staffing levels: 84% _____ 86% _____

of FTE positions* on board before this authorization _____

B. OFFICE OVER 86 PERCENT

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, State)	Pay Plan - Series/Grade/Step
Rate of Basic Pay (not including locality pay)	Effective Date	
Accounting Code	Mail Check to:	

THE FOLLOWING INFORMATION MUST BE ATTACHED FOR REVIEW BY THE RECOMMENDING AND APPROVING OFFICIALS FOR A STAFFING EQUALIZATION BONUS:

- A written justification outlining the difficulty experienced or expected in filling the position if bonus is not used.
- The proposed staffing equalization bonus amount.
- A signed copy of the service agreement form.

RECOMMENDATION

RECOMMENDED AMOUNT	PERCENTAGE OF SALARY
\$	%

I hereby certify that I have reviewed all necessary documentation and have determined that the above-named employee meets all criteria under this plan.

SIGNATURE OF RECOMMENDING OFFICIAL	TITLE	DATE
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APPROVAL

APPROVED AMOUNT	PERCENTAGE OF SALARY
\$	%

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

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 _____ (City/State) _____ (Judicial District)

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

- a. To remain in the service of the Judiciary for twelve (12) months following the date of my relocation, effective _____ (date) unless separated for reasons beyond my control which are acceptable to the Director of the Administrative Office, United States Courts.
- 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 _____