

## Administrative Office/Federal Judicial Center Agreement

In November 1990, the Administrative Office (AO) and Federal Judicial Center (FJC) directors adopted a joint agency report defining both agencies' education and training responsibilities. That report, which is still policy, emphasizes the need for cooperation and interdependence of the AO and FJC in order to respond to training and education needs of the courts. AO and FJC staff should observe this policy as well as the following implementing principles.

1. The overriding objective is to provide federal court personnel the education and training they most need, in the most effective and economical manner, without unnecessary duplication of effort. The FJC's responsibilities include, but are not limited to, education for judges about substantive legal issues, for judges and senior staff about theories and techniques of court and case management, and programs in other areas that need its skills. The AO's education and training responsibilities include ensuring the proper performance of the many administrative and operational duties vested by statute in the AO director and delegated by him to court personnel.

2. The FJC, as the federal courts' primary educational agency, can provide AO training personnel with educational services on matters within FJC competence, consistent with other FJC responsibilities. "Services" include, as appropriate, advice on the most cost-effective educational techniques, prototype curriculum design, and preparation of educational materials. The AO will normally turn first to the FJC for such services, thus avoiding duplication of effort. FJC services that the AO accepts or AO services that the FJC accepts are appropriate objects of reimbursement.

3. As a result of the AO director's statutory responsibility to supervise all administrative matters delegated to the courts, the AO serves as a chief source of authority for required administrative and management practices; the FJC normally turns first to the AO as a source of advice and of authority for these practices in the development and delivery of court training.

4. Full inter-agency communication, coordination, and exchange of information is essential:  
(a) Both agencies should regularly supply each other with updated lists of all planned educational offerings. "Offerings" include, but are not limited to, courses, defined as traditional seminars and workshops. (b) Both should extend to appropriate personnel the opportunity to participate in all general and specific education planning sessions. (c) Both should ensure that the training needs assessment processes incorporate the views of court personnel as well as views of the AO and FJC. (d) Both should take special care not to present conflicting or incorrect information about the other's responsibilities, programs or operations.

5. The planning of national, regional, and local programs should promote cost-effective forums that either agency may use. If add-on sessions create additional costs, they are to be funded by the agency requesting the add-on session.

### Signatures:

  
L. Ralph Mechem, Director, AO      Date 3-26-93

  
William W. Schwarzer, Director, FJC      Date 4/2/93