

# FJTN Bulletin

WITH PROGRAM CALENDAR FOR OCTOBER AND NOVEMBER 1998



**Questions about  
downlink  
installations?**  
call Rick Fennell at  
202-273-2734

**Questions about  
CLE credit for FJC  
programs?**  
call Kris Markarian  
or David Marshall at  
202-273-4140

**Questions about  
FJC broadcasts  
for judges?**  
call Jackie Clark  
or Karen Sparkes at  
202-273-4140

**Questions about  
FJC broadcasts  
for court staff?**  
call Angela Roach  
or Tracy Keels at  
202-273-4100

**Questions about  
specific program  
titles?**  
see the contact  
names in the  
alphabetical program  
listings on pp. 4-9

**General  
questions about  
AO programs?**  
call Maurice White  
at 202-273-1260

**Be sure to check  
J-Net for the most  
up-to-date program  
listings**  
go to [http://  
156.132.47.230/  
docs/EDUPROG/  
eduprogs.htm](http://156.132.47.230/docs/EDUPROG/eduprogs.htm)

More than 150 court locations are now on the Federal Judicial Television Network (see the updated information from the AO below). To help new sites on the network get started, and to answer questions that may have come up at sites that have been on the FJTN for a while, we are repeating some of the frequently asked questions that appeared in *FJTN Bulletin #5*. We also added a new question on using the Push-To-Talk system. Turn to page 10 for answers to these questions.

Pages 2-3 have a calendar listing October and November programs. Starting on page 4 you'll find descriptions of programs scheduled for broadcast in October and November by the AO and the Center (some with participation by the U.S. Sentencing Commission). Programs descriptions are listed in alphabetical order.

## Update from the AO on downlink installations

The initial round of satellite downlink installations is nearing completion. As of mid-August, more than 150 downlinks had been installed in court locations throughout the country; the remaining initial orders are being handled on an expedited basis. Requests for several dozen additional downlinks have been received in response to the AO's August 6 invitation for court units to contribute year-end local funds to outfit additional viewing locations. With the additional requests, the FJTN will grow to more than 225 downlink sites, which will make it the federal government's second largest civilian private broadcasting network (second only to the Social Security Administration's network).

For new downlink requests, one of GE Spacenet's local installers will contact your

court's designated installation coordinator — initially to conduct a building site survey and subsequently to schedule the equipment installation. Depending on local availability, site surveys are being scheduled within three to six weeks of the request; the equipment installation generally occurs six to eight weeks later. To avoid unnecessary delays, court installation coordinators are reminded to involve their local building managers in all steps of the downlink installation process and to conduct any necessary security background checks on the technicians before they arrive to perform the initial site survey. If you have any questions, contact Rick Fennell of the AO's Technology Enhancement Office at 202-273-2734 or via email at [Rick\\_Fennell@  
ao.uscourts.gov](mailto:Rick_Fennell@ao.uscourts.gov).

## Set your VCRs and start taping!

Several courts have asked us whether they can use their VCRs to tape programs broadcast over the FJTN. Please do! We encourage you to videotape FJTN broadcasts so that you can use the tapes for local training programs, for persons who missed earlier broadcasts to replay at their convenience, to send to other court locations in your district that do not have satellite downlinks, and to build a library of educational and informational programs to help

orient new court employees. You are also welcome to make copies of program materials you download from the J-Net.

It's possible that a few future FJTN programs might include course materials that courts cannot redistribute for copyright reasons, but no such programs are currently being broadcast. Program descriptions will carry "no copying" information when and if it applies.

# October Program Calendar

5

In Camera  
8:30-9:00  
FERS: Is It for Me?  
9:00-10:30; 11:00-12:30  
CSRS to FERS Transfers:  
Managing Open Season  
1:00-2:30  
FERS Election Opportunities  
2:30-4:00  
Federal Empls. Retire. Sys.  
4:00-5:30

12

COLUMBUS DAY

19

In Camera  
8:30-9:00  
CSRS to FERS Transfers: Managing  
Open Season  
9:00-10:30  
FERS Election Opportunities  
10:30-12:00  
Justice Ginsburg Speaks  
12:00-12:30  
FERS Election Opportunities  
12:30-2:00  
Federal Empls. Retire. Sys.  
2:00-3:30  
In Camera  
3:30-4:00  
Ticket to Ride  
4:00-4:30  
In Camera  
4:30-5:00

26

In Camera  
8:30-9:00  
Space & Facs. Courthouse  
Projects, Program A  
9:00-10:00  
Space & Facs. Courthouse  
Projects, Program B  
10:15-11:25  
Federal Empls. Retire. Sys.  
11:30-1:00  
Civil Service Retirement Sys.  
1:00-2:30  
3:00-4:30  
In Camera  
4:30-5:00

6

Federal Empls. Retire. Sys.  
9:00-10:30  
Court Personnel Sys. (execs.)  
10:30-10:50  
In Camera  
11:00-11:30  
Intro. to Internet/Intranet  
11:30-1:30  
Justice Ginsburg Speaks  
1:30-2:00  
Intro. to Internet/Intranet  
2:00-4:00  
EEOC Chairman Speaks  
4:00-5:00

13

Civil Service Retirement Sys.  
9:00-10:30  
Court Personnel Sys. (execs.)  
11:00-11:20  
EEOC Chairman Speaks  
11:30-12:30  
Space & Facs. Courthouse  
Projects, Program A  
12:30-1:30  
Space & Facs. Courthouse  
Projects, Program B  
1:30-2:40  
FERS: Is It for Me?  
2:45-4:15  
In Camera  
4:30-5:00

20

Court Personnel Sys. (execs.)  
8:30-8:50  
Court Personnel Sys. (judges)  
9:00-9:30  
EEOC Chairman Speaks  
9:30-10:30  
FERS: Is It for Me?  
10:30-12:00  
Federal Empls. Retire. Sys.  
12:00-1:30  
Space & Facs. Courthouse  
Projects, Program A  
1:30-2:30  
Space & Facs. Courthouse  
Projects, Program B  
2:30-3:40  
CSRS to FERS Transfers:  
Managing Open Season  
3:40-5:02

27

Ticket to Ride  
9:00-9:30; 9:30-10:00  
Court Personnel Sys. (execs.)  
10:00-10:20  
Court Personnel Sys. (judges)  
10:30-11:00  
EEOC Chairman Speaks  
11:00-12:00  
In Camera  
12:00-12:30  
Justice Ginsburg Speaks  
12:30-1:00  
Civil Service Retirement Sys.  
1:00-2:30  
Space & Facs. Courthouse  
Projects, Program A  
2:45-3:45  
Space & Facs. Courthouse  
Projects, Program B  
4:00-5:10

7

Other Crimes, Wrongs, or Acts:  
Applying Fed. R. Evid. 404(b),  
Part One  
12:00-12:40  
1:00-1:40  
2:00-2:40  
3:00-3:40

14

Other Crimes, Wrongs, or Acts:  
Applying Fed. R. Evid. 404(b),  
Part One  
12:00-12:40  
1:00-1:40  
2:00-2:40  
3:00-3:40

21

Other Crimes, Wrongs, or Acts:  
Applying Fed. R. Evid. 404(b), Part  
Two  
12:00-12:40  
1:00-1:40  
2:00-2:40  
3:00-3:40

28

Other Crimes, Wrongs, or Acts:  
Applying Fed. R. Evid. 404(b),  
Part Two  
12:00-12:40  
1:00-1:40  
2:00-2:40  
3:00-3:40

1

Introduction to the FJTN and  
Interactive Video Training  
12:00-1:00  
3:00-4:00

8

Leadership 2000, Class One:  
Giving & Receiving Constructive  
Feedback  
1:00-4:30

15

Introduction to the FJTN and  
Interactive Video Training  
12:00-1:00  
3:00-4:00

22

Leadership 2000, Class Two:  
Giving & Receiving Constructive  
Feedback  
1:00-4:30

29

Overview of Sex Offenders in the  
Federal System  
1:00-3:00

2

CSRS to FERS Transfers Briefing  
(combined LEO & non-LEO)  
8:30-12:00  
1:00-4:30

9

CSRS to FERS Transfers Briefing  
(combined LEO & non-LEO)  
8:30-12:00  
1:00-4:30

16

FERS: A Change Worth  
Considering  
9:00-10:30  
1:00-2:30

23

FERS: A Change Worth  
Considering  
9:00-10:30  
Social Security & the Federal  
Worker  
1:00-2:30

30

Social Security & the Federal  
Worker  
9:00-10:30  
1:00-2:30

See pages 4-8 for program descriptions, listed alphabetically by title

Check the J-Net for the most up-to-date program times and descriptions. Go to  
<http://156.132.47.230/docs/EDUPROG/eduprog.htm>  
(be sure to hit "Reload" in your Netscape menu if you've checked the page recently).  
Bookmark this page for easy reference to the J-Net program calendar.

**MONDAY                      TUESDAY                      WEDNESDAY                      THURSDAY                      FRIDAY**

**2**  
**In Camera**  
 8:30-9:00  
**Civil Service Retirement Sys.**  
 9:00-10:30  
**Court Personnel Sys. (judges)**  
 11:00-11:30  
**Court Personnel Sys. (execs.)**  
 11:30-11:50  
**EEOC Chairman Speaks**  
 12:00-1:00  
**CSRS to FERS Transfers Briefing (combined LEO & non-LEO)**  
 1:00-4:30  
**In Camera**  
 4:45-5:15

**3**  
**Space & Facs. Courthouse, Prog. A**  
 9:00-10:00  
**Space & Facs. Courthouse, Prog. B**  
 10:15-11:25  
**Intro. to Internet/Intranet**  
 11:30-1:30  
**Court Personnel Sys. (judges.)**  
 1:30-2:00  
**Intro. to Internet/Intranet**  
 2:00-4:00  
**In Camera**  
 4:30-5:00

**4**  
**Domestic Violence Awareness for Probation & Pretrial Services Officers**  
 1:30-4:00  
 (rebroadcast)

**5**  
**Leadership 2000, Class One: Moving from Conflict to Collaboration**  
 1:00-4:30

**6**  
**Introduction to the FJTN and Interactive Video Training**  
 12:00-1:00

**9**  
**In Camera**  
 8:30-9:00  
**Justice Ginsburg Speaks**  
 9:00-9:30  
**EEOC Chairman Speaks**  
 9:30-10:30  
**Court Personnel Sys. (judges)**  
 10:30-11:00  
**Court Personnel Sys. (execs.)**  
 11:00-11:20  
**Ticket to Ride**  
 11:30-12:00  
**In Camera**  
 12:30-1:00  
**Civil Service Retirement Sys.**  
 1:00-2:30  
**Space & Facs. Courthouse, Prog. A**  
 2:45-3:45  
**Space & Facs. Courthouse, Prog. B**  
 3:45-4:55

**10**  
**In Camera**  
 8:30-9:00  
**Space & Facs. Courthouse, Prog. A**  
 9:00-10:00  
**Space & Facs. Courthouse, Prog. B**  
 10:15-11:25  
**Federal Empls. Retire. Sys.**  
 11:30-1:00  
**Justice Ginsburg Speaks**  
 1:00-1:30  
**EEOC Chairman Speaks**  
 1:30-2:30  
**Court Personnel Sys. (judges)**  
 2:30-3:00  
**Court Personnel Sys. (execs.)**  
 3:00-3:20  
**In Camera**  
 3:30-4:00  
**EEOC Chairman Speaks**  
 4:00-5:00

**11**  
**VETERANS DAY**

**12**  
**Leadership 2000, Class Two: Moving from Conflict to Collaboration**  
 1:00-4:30

**13**

**16**  
**In Camera**  
 8:30-9:00  
**Information Tech. Project Mgmt.**  
 9:00-9:30  
**FERS: Is It for Me?**  
 9:45-11:15  
**FERS Election Opportunities**  
 11:30-1:00  
**Civil Service Retirement Sys.**  
 1:00-2:30  
**Information Tech. Project Mgmt.**  
 2:45-3:15  
**Social Security & the Federal Worker**  
 3:30-5:00

**17**  
**WordPerfect 8.0 Templates**  
 8:30-10:30  
**Information Tech. Project Mgmt.**  
 11:00-11:30  
**Federal Empls. Retire. Sys.**  
 11:30-1:00  
**WordPerfect 8.0 Templates**  
 1:00-3:00  
**Information Tech. Project Mgmt.**  
 3:15-3:45  
**EEOC Chairman Speaks**  
 4:00-5:00

**18**  
**Other Crimes, Wrongs, or Acts: Applying Fed. R. Evid. 404(b), Parts One & Two**  
 12:00-1:05  
 1:30-2:35  
 3:00-4:05

**19**  
**Perspectives on Probation & Pretrial Services**  
 12:00-12:45  
 1:00-1:45  
 2:00-2:45  
 3:00-3:45

**20**  
**Perspectives on Probation & Pretrial Services**  
 12:00-12:45  
 1:00-1:45  
 2:00-2:45  
 3:00-3:45

**23**  
**In Camera**  
 8:30-9:00  
**Space & Facs. Courthouse, Prog. A**  
 9:00-10:00  
**Space & Facs. Courthouse, Prog. B**  
 10:15-11:25  
**Federal Empls. Retire. Sys.**  
 11:30-1:00  
**Court Personnel Sys. (judges)**  
 1:00-1:30  
**Court Personnel Sys. (execs.)**  
 1:30-1:50  
**Ticket to Ride**  
 2:00-2:30  
**Social Security & the Fed. Worker**  
 2:30-4:00  
**In Camera**  
 4:00-4:30  
**Justice Ginsburg Speaks**  
 4:30-5:00

**24**  
**In Camera**  
 8:30-9:00  
**Civil Service Retirement Sys.**  
 9:00-10:30  
**Justice Ginsburg Speaks**  
 11:00-11:30  
**FERS: A Change Worth Considering**  
 11:30-1:00  
**Court Personnel Sys. (judges)**  
 1:00-1:30  
**Court Personnel Sys. (execs.)**  
 1:30-1:50  
**Ticket to Ride**  
 2:00-2:30  
**Federal Empls. Retire. Sys.**  
 2:30-4:00  
**EEOC Chairman Speaks**  
 4:00-5:00

**25**

**26**  
**THANKSGIVING DAY**

**27**

# November Program Calendar

**We encourage you to videotape FJTN broadcasts so that you can use the tapes in your own court for those who may have missed a broadcast**

**30**  
**In Camera**  
 8:30-9:00  
**CSRS to FERS Transfers (LEO)**  
 9:00-12:30  
**CSRS to FERS Transfers (non-LEO)**  
 1:00-4:30  
**In Camera**  
 4:45-5:15

### Civil Service Retirement System

(prerecorded)

Oct. 13, 9:00–10:30 a.m. EDT	Nov. 2, 9:00–10:30 a.m. EST
Oct. 26, 1:00–2:30 p.m. EST; 3:00–4:30 p.m. EST	Nov. 9, 1:00–2:30 p.m. EST
Oct. 27, 1:00–2:30 p.m. EST	Nov. 16, 1:00–2:30 p.m. EST
	Nov. 24, 9:00–10:30 a.m. EST

*Designed primarily for:* Court employees and court unit executives under the Civil Service Retirement System.

*Length:* 1 hr. 26 mins.

*Description:* This program is part of a series developed by the National Institute of Transition Planning, Inc. It gives participants an overview and explanation of CSRS, retirement eligibility rules, and creditable service for retirement purposes and describes the Civil Service Offset Plan, the deposit service, the re-deposit service, military deposit service, and the voluntary contribution plan. The program also provides explanations on selecting a retirement date, information on computation of annuity estimates, and an explanation of survivor benefits, cost-of-living adjustments, and a summary of annuity reductions.

For more information about this program, contact Carolyn Hamer in the AO Program & Workforce Development Division at 202-208-1857.

*This program is presented by the Administrative Office of the U.S. Courts.*

### Court Personnel System (execs.)

(prerecorded)

Oct. 6, 10:30–10:50 a.m. EDT	Nov. 2, 11:30 –11:50 a.m. EST
Oct. 13, 11:00–11:20 a.m. EDT	Nov. 9, 11:00–11:20 a.m. EST
Oct. 20, 8:30–8:50 a.m. EDT	Nov. 10, 3:00–3:20 p.m. EST
Oct. 27, 10:00–10:20 a.m. EST	Nov. 23, 1:30–1:50 p.m. EST
	Nov. 24, 1:30–1:50 p.m. EST

*Designed primarily for:* Court unit executives and court employees.

*Length:* 20 mins.

*Description:* This program provides court employees with some specifics about the Court Personnel System (CPS) and relates changes in human resource management in the federal judiciary.

For more information about this program, contact Susan Grunin in the AO Human Resources Division at 202-273-1288.

*This program is presented by the Administrative Office of the U.S. Courts.*

### Court Personnel System (judges)

(prerecorded)

Oct. 20, 9:00–9:30 a.m. EDT	Nov. 9, 10:30–11:00 a.m. EST
Oct. 27, 10:30–11:00 a.m. EST	Nov. 10, 2:30–3:00 p.m. EST
Nov. 2, 11:00–11:30 a.m. EST	Nov. 23, 1:00–1:30 p.m. EST
Nov. 3, 1:30–2:00 p.m. EST	Nov. 24, 1:00–1:30 p.m. EST

*Designed primarily for:* Judges and other judicial officers.

*Length:* 23 mins.

*Description:* This program provides judges with an overview of the Court Personnel System components. It also covers judges' statutory appointment authority and resource management within the federal judiciary.

For more information about this program, contact Susan Grunin in the AO Human Resources Division at 202-273-1288.

*This program is presented by the Administrative Office of the U.S. Courts.*

### CSRS to FERS Transfers Briefing (combined LEO and non-LEO)

(prerecorded)

Oct. 2, 8:30 a.m.–12:00 noon; 1:00–4:30 p.m. EDT
Oct. 9, 8:30 a.m.–12:00 noon; 1:00–4:30 p.m. EDT
Nov. 2, 1:00–4:30 p.m. EST

*Designed primarily for:* Court employees and court unit executives (law enforcement/probation and pretrial officers (LEO) and non-LEO) under the Civil Service Retirement System who are considering transferring to the Federal Employees Retirement System.

*Length:* 3 hrs. 30 mins. (breaks occur at 1-1/2 hours and 2-1/2 hours)

*Description:* Taped in September, this is a combined LEO and non-LEO program. This program is part of a three-part series developed and presented by the National Institute of Transition Planning, Inc. This session will use a workbook that every federal employee now under CSRS should have received in mid-June. It will cover eligibility for retirement, annuity computation, Social Security benefits, and the Thrift Savings Plan.

For more information about this program, contact Susan Grunin at the AO Human Resources Division at 202-273-1288.

*This program is presented by the Administrative Office of the U.S. Courts.*

### CSRS to FERS Transfers Briefing (LEO)

(prerecorded August 11)

Nov. 30, 9:00 a.m.–12:30 p.m. EST
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*Designed primarily for:* Court employees and court unit executives (law enforcement/probation and pretrial officers (LEO)) under the Civil Service Retirement System who are considering transferring to the Federal Employees Retirement System.

*Length:* 3 hrs. 30 mins. (breaks occur at 1-1/2 hours and 2-1/2 hours)

*Description:* Taped in August, this course is designed solely for law enforcement/probation and pretrial officers (LEO). Part of a three-part series developed and presented by the National Institute of Transition Planning, Inc., this session will use a workbook that every federal employee now under CSRS should have received in mid-June. It will cover eligibility for retirement, annuity computation, Social Security benefits, and the Thrift Savings Plan.

For more information about this program, contact Susan Grunin in the AO Human Resources Division at 202-273-1288.

*This program is presented by the Administrative Office of the U.S. Courts.*

## CSRS to FERS Transfers Briefing (non-LEO)

(prerecorded August 24)

November 30, 1:00–4:30 p.m. EST

*Designed primarily for:* Court employees and court unit executives under the Civil Service Retirement System who are considering transferring to the Federal Employees Retirement System.

*Length:* 3 hrs. 30 mins. (breaks occur at 1-1/2 hours and 2-1/2 hours)

*Description:* This program is part of a three-part series developed and presented by the National Institute of Transition Planning, Inc. This session will use a workbook that every federal employee now under CSRS should have received in mid-June. It will cover eligibility for retirement, annuity computation, Social Security benefits, and the Thrift Savings Plan.

For more information about this program, contact Susan Grunin in the AO Human Resources Division at 202-273-1288. *This program is presented by the Administrative Office of the U.S. Courts.*

## CSRS to FERS Transfers Briefing: OPM's "Managing a FERS Open Season"

(prerecorded)

Oct. 5, 1:00–2:30 p.m. EDT

Oct. 19, 9:00–10:30 a.m. EDT

Oct. 20, 3:40–5:02 p.m. EDT

*Designed primarily for:* Benefit coordinators assisting Civil Service Retirement System employees who are considering transferring to FERS; all others responsible for assisting employees with the opportunity to transfer to FERS.

*Length:* 1 hr. 22 mins.

*Description:* The first portion of this broadcast focuses on the nuts and bolts of running an open season, including eligibility to transfer, distribution of information, and processing elections. The second portion focuses on counseling employees who are eligible to transfer to FERS. The broadcast includes representatives from OPM, the Social Security Administration, and the Federal Retirement Thrift Investment Board.

For more information about this program, contact Susan Grunin in the AO Human Resources Division at 202-273-1288. *This program is presented by the Administrative Office of the U.S. Courts.*

## Domestic Violence Awareness for Probation & Pretrial Services Officers

(rebroadcast)

Nov. 4, 1:30–4:00 p.m. EST

*Designed primarily for:* Probation and pretrial services officers.

*Description:* This program examines popular myths about domestic violence, explores why victims stay in abusive relationships, describes characteristics of abusers, reviews investigative and supervisory techniques, and suggests steps districts can consider to improve their response to domestic violence. Faculty include Chief Judge Michael Melloy, N.D. Iowa; David Adair, associate general counsel of the AO; Peggy Adams, U.S. Probation Officer, S.D.W. Va.; Jennifer Edwards, U.S. pretrial services officer, E.D. Va.; David Schwab, U.S. probation officer, D. Minn.; and Gunnar Bankovics and Nancy Halverson, corrections unit supervisors, Bureau of Community Corrections, Minneapolis, Minn. Chris

Maloney, regional administrator, Federal Corrections & Supervision Division of the AO, served on the planning committee in developing this program.

For more information about this program, call Bob Luke at the FJC at 202-273-4104.

*This program is presented by the Federal Judicial Center.*

## EEOC Chairman Speaks for Asian and Pacific Island Heritage Week

Oct. 6, 4:00–5:00 p.m. EDT

Oct. 13, 11:30 a.m.–12:30 p.m. EDT

Oct. 20, 9:30–10:30 a.m. EDT

Oct. 27, 11:00 a.m.–12:00 EST

Nov. 2, 12:00–1:00 p.m. EST

Nov. 9, 9:30–10:30 a.m. EST

Nov. 10, 1:30–2:30; 4:00–5:00 p.m. EST

Nov. 17, 4:00–5:00 p.m. EST

Nov. 24, 4:00–5:00 p.m. EST

*Designed primarily for:* All judiciary employees.

*Length:* 57 mins.

*Description:* Equal Employment Opportunity Commission Chairman Paul M. Igasaki spoke to the AO staff about his experiences as an Asian-American and his work at the EEOC. Igasaki, the first Asian-American to serve as chairman of the EEOC, spoke during the AO's celebration of Asian and Pacific Island Heritage Week.

For more information about this program, contact Joan Countrymen in the AO Employee Relations Office at 202-273-1362.

*This program is presented by the Administrative Office of the U.S. Courts.*

## Federal Employees Retirement System (FERS)

(prerecorded)

Oct. 5, 4:00–5:30 p.m. EDT

Oct. 6, 9:00–10:30 a.m. EDT

Oct. 19, 2:00–3:30 p.m. EDT

Oct. 20, 12:00–1:30 p.m. EDT

Oct. 26, 11:30 a.m.–1:00 p.m. EST

Nov. 10, 11:30 a.m.–1:00 p.m. EST

Nov. 17, 11:30 a.m.–1:00 p.m. EST

Nov. 23, 11:30 a.m.–1:00 p.m. EST

Nov. 24, 2:30–4:00 p.m. EST

*Designed primarily for:* Court employees and court unit executives under the Federal Employees Retirement System.

*Length:* 1 hr. 21 mins.

*Description:* This program provides an overview and explanation of the Federal Employees Retirement System (FERS), including discussions of eligibility, creditable service, deposits, redeposits, military service deposits, selecting a retirement date, annuity estimates, survivor's benefits, and a summary of reductions and cost-of-living adjustments. It is produced by the National Institute of Transition Planning, Inc.

For more information about this program, contact Carolyn Hamer in the AO Program & Workforce Development Division at 202-208-1857.

*This program is presented by the Administrative Office of the U.S. Courts.*



**FERS: A Change Worth Considering**

(prerecorded OPM Broadcast)

Oct. 16, 9:00–10:30 a.m.; 1:00–2:30 p.m. EDT

Oct. 23, 9:00–10:30 a.m. EDT

Nov. 24, 11:30 a.m.–1:00 p.m. EST

*Designed primarily for:* All judiciary employees who are eligible to transfer to FERS.

*Length:* 1 hr. 30 mins.

*Description:* This program considers FERS benefits, discusses Social Security benefits that some employees might gain by transferring to FERS, and covers Thrift Savings Plan issues of interest to people with the opportunity to transfer to FERS.

For more information about this program, contact Susan Grunin in the AO Human Resources Division at 202-273-1288.

*This program is presented by the Administrative Office of the U.S. Courts.*

**FERS Election Opportunities  
(Web Site - [www.opm.gov/fers\\_election](http://www.opm.gov/fers_election))**

(prerecorded)

Oct. 5, 2:30–4:00 p.m. EDT

Oct. 19, 10:30 a.m.–12:00 noon; 12:30–2:00 p.m. EDT

Nov. 16, 11:30 a.m.–1:00 p.m. EST

*Designed primarily for:* All judiciary employees who are eligible to transfer to FERS.

*Length:* 1 hr. 29 mins.

*Description:* This program will introduce viewers to the FERS Election Opportunities web site ([www.opm.gov/fers\\_election](http://www.opm.gov/fers_election)) and the materials on it. There will be a tour of the web site, demonstrations on how to use the Transfer model, discussions of some of the assumptions used in developing it, and an introduction to other resources available for employees and agencies.

For more information about this program, contact Susan Grunin in the AO Human Resources Division at 202-273-1288.

*This program is presented by the Administrative Office of the U.S. Courts.*

**FERS: Is It for Me?**

(prerecorded OPM Broadcast)

Oct. 5, 9:00–10:30 a.m.; 11:00 a.m.–12:30 p.m. EDT

Oct. 13, 2:45–4:15 p.m. EDT

Oct. 20, 10:30 a.m.–12:00 noon EDT

Nov. 16, 9:45–11:15 a.m. EST

*Designed primarily for:* All judiciary employees who are eligible to transfer to FERS.

*Length:* 1 hr. 31 mins.

*Description:* This program compares and contrasts FERS and CSRS benefits, discusses Social Security benefits that some employees might gain by transferring to FERS, covers Thrift Savings Plan issues of interest to people with the opportunity to transfer, and demonstrates use of the FERS Transfer Model. The broadcast includes representatives from OPM, the Social Security Administration, and the Federal Retirement Thrift Investment Board.

For more information about this program, contact Susan Grunin in the AO Human Resources Division at 202-273-1288.

*This program is presented by the Administrative Office of the U.S. Courts.*

**In Camera: A Discussion with Judicial Leaders**

Oct. 5, 8:30–9:00 a.m. EDT

Nov. 3, 4:30–5:00 p.m. EST

Oct. 6, 11:00–11:30 a.m. EDT

Nov. 9, 8:30–9:00 a.m. EST;

12:30–1:00 p.m. EST

Oct. 13, 4:30–5:00 p.m. EDT

Oct. 19, 8:30–9:00 a.m. EDT;

Nov. 10, 8:30–9:00 a.m. EST;

3:30–4:00 p.m. EDT;

3:30–4:00 p.m. EST

4:30–5:00 p.m. EDT

Nov. 16, 8:30–9:00 a.m. EST

Oct. 26, 8:30–9:00 a.m. EST;

Nov. 23, 8:30–9:00 a.m. EST;

4:30–5:00 p.m. EST

4:00–4:30 p.m. EST

Oct. 27, 12:00 noon–12:30 p.m. EST

Nov. 24, 8:30–9:00 a.m. EST

Nov. 2, 8:30–9:00 a.m. EST;

Nov. 30, 8:30–9:00 a.m. EST;

4:45–5:15 p.m. EST

4:45–5:15 p.m. EST

*Designed primarily for:* Judges and staff throughout the federal judiciary.

*Length:* 30 mins.

*Description:* *In Camera* is a new monthly 15- to 30-minute interview show that will focus on high-interest topics within the federal judiciary. The premier show highlights the September Judicial Conference, featuring Judge William Terrell Hodges, chair of the Judicial Conference Executive Committee, and Leonidas Ralph Mecham, director of the Administrative Office. In future episodes, *In Camera* will explore a wide range of topics, such as

- The Y2K Challenge;
- Electronic Case Filing: The Way of the Future;
- Thrift Savings Plan: Is It for You?
- J-Net: The Information Pipeline;
- FJTN Network: Where's It Going?

These are just a few of the topics that *In Camera* will examine throughout the year.

For more information about this program, contact Cary Casola in the AO Office of Public Affairs at 202-273-0107.

*This program is presented by the Administrative Office of the U.S. Courts.*

## Information Technology Project Management: Why It's Important to You

(prerecorded)

Nov. 16, 9:00–9:30 a.m.; 2:45–3:15 p.m. EST

Nov. 17, 11:00–11:30 a.m.; 3:15–3:45 p.m. EST

*Designed primarily for:* Court employees responsible for planning and implementing information technology-related projects.

*Length:* 30 mins.

*Description:* This program focuses on the importance of applying a standardized process to planning and implementing automation projects. Developed specifically for the AO by the consulting company of PricewaterhouseCoopers, this presentation compares and contrasts the successes of ad hoc approaches to implementing automation projects with the quantifiable and repeatable benefits of using standardized automation management processes.

Companion materials for this presentation can be downloaded from the Customer Relations Office J-Net home page. For more information about this program, contact Nancy Holland in the AO Customer Relations Office at 202-273-2322.

*This program is presented by the Administrative Office of the U.S. Courts.*

## Introduction to the FJTN and Interactive Video Teletraining

Advance registration required; Push-To-Talk will be used

Oct. 1, 12:00 noon–1:00 p.m.; 3:00–4:00 p.m. EDT

Oct. 15, 12:00 noon–1:00 p.m.; 3:00–4:00 p.m. EDT

Nov. 6, 12:00 noon–1:00 p.m. EST

*Designed primarily for:* Court executives, training specialists, and court personnel who are involved with their court's implementation of teletraining; other interested court staff.

*Description:* The Center is using these live, interactive satellite broadcasts to introduce viewers to broadcasts from the new teletraining studio—a vital component of the federal judicial branch's satellite television network—and to other types of programs they will see on the FJTN. The broadcast features a video tour of the teletraining studio in the Thurgood Marshall Federal Judiciary Building and an instructor-led presentation on interactive video teletraining.

The program also includes an introduction to the Push-To-Talk viewer-response system, which allows interaction between participants in the viewing sites and the instructor, followed by interactive discussion on (a) what is teletraining? (b) the role of court staff; (c) the benefits of teletraining for court staff; and (d) J-Net access to program materials. We are broadcasting the program live on a continuing basis for several months, so that viewers can participate shortly after the downlink is installed at their courthouses.

For more information and to participate in the broadcast, call Mark Maggio or Angela Roach at the FJC at 202-273-4100. We are limiting participation in each broadcast to ten sites.

*This program is presented by the Federal Judicial Center.*

## Introduction to the Internet/Intranet (J-Net)

Advance registration required; Push-To-Talk will be used

Oct. 6, 11:30 a.m.–1:30 p.m.; 2:00–4:00 p.m. EDT

Nov. 3, 11:30 a.m.–1:30 p.m.; 2:00–4:00 p.m. EST

*Designed primarily for:* All judiciary employees.

*Length:* 2 hours

*Description:* The course has five topic areas: (1) types and value of information available on the Inter/Intranet; (2) basic structure and purpose of the Judiciary's Data Communication Network (DCN) and the Internet; (3) Internet and Web terminology; (4) Web browser interface functionality; and (5) basics of Web information management.

Upon completion of this course the student will be familiar with the basic types of information and formats available on the Inter/Intranet and have a fundamental understanding of the relationship between the Judiciary's DCN, the J-Net, and the Internet. In addition, students will understand basic Web and Internet terminology and be able to use Netscape Navigator to visit different web sites, add and edit bookmarks, download, save, and print information.

The course outline and companion learning exercises can be downloaded from the Technology Training and Support Division's (TTSD) J-Net home page (IP address: 156.132.84.151) by the site facilitators or registered students.

We are limiting participation in this program to ten sites, and recommend a maximum of ten participants per site to ensure program interactivity. It is not necessary to have PCs available for the students while viewing the program; students may work the exercises at the conclusion of the broadcast. To register for this program or to obtain further information, contact John Leonard in the AO Technology Training & Support Division at 210-530-6200 ext. 1100.

*This program is presented by the Administrative Office of the U.S. Courts.*

## Justice Ruth Bader Ginsburg Speaks for Women's Heritage Week

Oct. 6, 1:30–2:00 p.m. EDT

Nov. 9, 9:00–9:30 a.m. EST

Oct. 19, 12:00 noon–12:30 p.m. EDT

Nov. 10, 1:00–1:30 p.m. EST

Oct. 27, 12:30–1:00 p.m. EST

Nov. 23, 4:30–5:00 p.m. EST

Nov. 24, 11:00–11:30 a.m. EST

*Designed primarily for:* All judiciary employees.

*Length:* 23 mins.

*Description:* Associate Justice of the Supreme Court Ruth Bader Ginsburg was recorded speaking during the AO's Women's Heritage Week. Nominated by President Clinton, Justice Ginsburg, who took office on Aug. 10, 1993, is only the second woman to sit on the Supreme Court of the United States.

For more information contact Joan Countryman in the AO Employee Relations Office at 202-273-1362.

*This program is presented by the Administrative Office of the U.S. Courts.*

## Leadership 2000

Advance registration required; Push-To-Talk will be used

### Class One

Giving & Receiving Constructive Feedback, Oct. 8, 1:00–4:30 p.m. EDT

Moving from Conflict to Collaboration, Nov. 5, 1:00–4:30 p.m. EST

### Class Two

Giving & Receiving Constructive Feedback, Oct. 22, 1:00–4:30 p.m. EDT

Moving from Conflict to Collaboration, Nov. 12, 1:00–4:30 p.m. EST

*Designed primarily for:* Court supervisors, managers, team leaders, project leaders, and other staff who want to enhance their leadership skills.

*Description:* This four-unit interactive series provides the leadership skills for court staff to foster a collaborative work environment. Two units will be offered in October and November. The series builds on principles presented in *FrontLine Leadership and Working*, programs currently available through the FJC.

*Leadership 2000* uses video vignettes, large and small group discussions, case studies, practice, and planning activities to build participants' skills and encourage the transfer of skills to the workplace. Each unit is approximately three to three-and-a-half hours in length.

We limited participation in this program to ten sites and recommended a minimum of three and a maximum of eight participants per site to ensure that the program will be interactive. Registration was accepted on a "first-come, first-served" basis; both classes are full. Court groups are asked to participate in all four broadcasts; participants who complete the program will receive a certificate.

If you would like to participate in a future series, call Tracy Keels at the FJC at 202-273-4100.

*This program is presented by the Federal Judicial Center.*

## Other Crimes, Wrongs, or Acts: Applying Federal Rule of Evidence 404(b)

### Part One

Oct. 7, 12:00 noon–12:40 p.m.; 1:00–1:40; 2:00–2:40; 3:00–3:40 p.m. EDT

Oct. 14 (rebroadcast), 12:00 noon–12:40 p.m.; 1:00–1:40; 2:00–2:40; 3:00–3:40 p.m. EDT

### Part Two

Oct. 21, 12:00 noon–12:40 p.m.; 1:00–1:40 p.m.; 2:00–2:40 p.m.; 3:00–3:40 p.m. EDT

Oct. 28 (rebroadcast), 12:00 noon–12:40 p.m.; 1:00–1:40 p.m.; 2:00–2:40 p.m.; 3:00–3:40 p.m. EST

### Parts One & Two

Nov. 18 (rebroadcast), 12:00 noon–1:05 p.m.; 1:30–2:35; 3:00–4:05 p.m. EST (all running times approximate)

*Designed primarily for:* Judges and law clerks.

*Description:* In this two-part program, district judges Vicki Miles-LaGrange (W.D. Okla.), Reena Raggi (E.D.N.Y.), and Milton Shadur (N.D. Ill.) discuss some of the more troublesome legal and practical issues that arise in the application of Fed. R. Evid. 404(b). These issues are discussed in the context of three hypothetical case scenarios—two criminal and one civil. In Part One, the panelists discuss the Rule 404(b) issues in a street drug distribution. In Part Two, they discuss the Rule 404(b) issues in a white-collar fraud scenario and a Title VII employment discrimination scenario. The fact patterns of the three hypothetical cases make up the program materials and will be available on the Center's J-Net site in advance of the program.

For more information about this program, call Jackie Clark or Karen Sparkes at the FJC at 202-273-4140. They will direct your query to the person who can assist you.

*This program is presented by the Federal Judicial Center.*

## Overview of Sex Offenders in the Federal System

Oct. 29, 1:00–3:00 p.m. EST

*Designed primarily for:* Probation and pretrial services officers; managers, judges, and attorneys interested in an overview or introduction to the topic.

*Description:* This broadcast is the Center's second satellite broadcast in the *Special Needs Offenders Series*. It introduces probation and pretrial services officers and managers to sex offenders and the risk management and case management issues they pose. This program features Steve Jensen, executive member of the Association for the Treatment of Sexual Abusers, and Dr. Andres Hernandez, director of the Sex Offender Treatment Program (SOTP) at the Bureau of Prisons facility at Butner, N.C. They will discuss the basic behavioral characteristics exhibited by sex offenders, the role of treatment in managing a sex offender's deviant behavior, the qualifications of an effective sex offender treatment provider, and the SOTP at Butner. The program also features three federal probation officers—Terry Childers (N.D. Ill.), Lynn Johnson (D. Colo.), and Peggy Kellow (W.D. Wash.)—who discuss supervision strategies and practices they have found to be effective in managing sex offenders. AO Associate General Counsel David Adair, Jr., addresses some legal issues associated with managing these cases.

Additional information, including program announcements, will be mailed to the districts in September. Participant guides and program evaluations are available on the FJC site on the J-Net. For more information about the program, contact Mark Maggio or Angela Roach at the FJC at 202-273-4100.

*This program is presented by the Federal Judicial Center.*

## Perspectives on Probation and Pretrial Services

Nov. 19, 12:00 noon–12:45 p.m.

repeated at 1:00–1:45 p.m.; 2:00–2:45 p.m.; 3:00–3:45 p.m. EST

Nov. 20 (rebroadcast), 12:00 noon–12:45 p.m.

repeated at 1:00–1:45 p.m.; 2:00–2:45 p.m.; 3:00–3:45 p.m. EST

(all running times approximate)

*Designed primarily for:* Probation and pretrial services officers, staff, and managers.

*Description:* *Perspectives* is an educational television magazine series that provides news and information on national matters affecting the probation and pretrial services system; reports on innovative district-level programs and approaches to problems; and updates viewers on other information relevant to their work.

This broadcast focuses on how the probation and pretrial services system is preparing itself for the future. It includes coverage of the FJC Chiefs Conference and a Leadership Development Program national seminar, as well as reports on two Leadership Development Program projects: an offender employment assistance program in the Southern District of West Virginia and the bifurcation of pretrial services duties in the District of Oregon. The program also features an interview with Kathleen Hawks-Sawyer, director of the Bureau of Prisons; an update from the U.S. Sentencing Commission on guideline amendments and other



initiatives of interest to probation and pretrial services personnel; and a briefing on legal issues by David Adair, Jr., associate general counsel of the Administrative Office of the U.S. Courts.

For more information on this program, call Angela Roach or David Leathery at the FJC at 202-273-4100.

*This program is presented by the Federal Judicial Center.*

### Social Security and the Federal Worker

(prerecorded)

Oct. 23, 1:00–2:30 p.m. EDT

Oct. 30, 9:00–10:30 a.m.; 1:00–2:30 p.m. EST

Nov. 16, 3:30–5:00 p.m. EST

Nov. 23, 2:30–4:00 p.m. EST

*Designed primarily for:* Anyone who ever worked in a job subject to Social Security withholdings or who provides benefits counseling to employees.

*Length:* 1 hr. 30 mins.

*Description:* This program was recorded during the September 9, 1998, live broadcast hosted by OPM and USDA. Featuring retirement counselors and experts from OPM and the Social Security Administration, the program focuses on the interrelationship between Social Security and the benefits under CSRS and FERS.

For more information about this program, contact Susan Grunin in the AO Human Resources Division at 202-273-1288.

*This program is presented by the Administrative Office of the U.S. Courts.*

### Space & Facilities Courthouse Projects

(prerecorded)

PROGRAM A

Oct. 13, 12:30–1:30 p.m. EDT

Oct. 20, 1:30–2:30 p.m. EDT

Oct. 26, 9:00–10:00 a.m. EST

Oct. 27, 2:45–3:45 p.m. EST

Nov. 3, 9:00–10:00 a.m. EST

Nov. 9, 2:45–3:45 p.m. EST

Nov. 10, 9:00–10:00 a.m. EST

Nov. 23, 9:00–10:00 a.m. EST

PROGRAM B

Oct. 13, 1:30–2:40 p.m. EDT

Oct. 20, 2:30–3:40 p.m. EDT

Oct. 26, 10:15–11:25 a.m. EST

Oct. 27, 4:00–5:10 p.m. EST

Nov. 3, 10:15–11:25 a.m. EST

Nov. 9, 3:45–4:55 p.m. EST

Nov. 10, 10:15–11:25 a.m. EST

Nov. 23, 10:15–11:25 a.m. EST

*Designed primarily for:* Judicial officers, court unit executives, and space planners.

*Length:* Program A: 53 mins.; Program B: 1 hr. 8 mins.

*Description:* These programs present a video-compilation of recently completed courthouse projects. Each video is from ten to twenty mins. long and provides the viewer with a walk-through of the building as well as a computer-generated perspective of the building's layout and circulation. Positive and negative aspects of the buildings are discussed. Program A shows buildings in Greenbelt, Md.; Bowling Green, White Plains, N.Y.; Miami, Fla.; San Diego, Cal.; and Tacoma, Wash. Program B includes Baton Rouge, La.; Shreveport, La.; Oakland, Cal.; and Kansas City, Kan.

For more information about this program, contact Gate Lew in the AO Space & Facilities Division at 202-273-1230.

*This program is presented by the Administrative Office of the U.S. Courts.*

### Ticket to Ride: Travel Regulations for Court Personnel

(prerecorded)

Oct. 19, 4:00–4:30 p.m. EDT

Nov. 9, 11:30 a.m.–12:00 noon EST

Oct. 27, 9:00–9:30;

Nov. 23, 2:00–2:30 p.m. EST

9:30–10:00 a.m. EST

Nov. 24, 2:00–2:30 p.m. EST

*Designed primarily for:* All judiciary employees.

*Length:* 17 mins.

*Description:* Told in flashback from a first-time court traveler's viewpoint, this program introduces court employees to common travel concepts, such as constructive travel and subsistence. The Administrative Office asked the Federal Judicial Center to produce this program to provide a brief look at the travel regulations found in the *Guide to Judiciary Policies and Procedures* and to advise court personnel to consult the regulations for proper guidance.

For more information about this program, contact John Breslin in the AO Relocation & Travel Management Division at 202-273-1214.

*This program is presented by the Administrative Office of the U.S. Courts.*

### WordPerfect 8.0 Templates

Advance registration required; Push-To-Talk will be used (for question-and-answer portion only)

Nov. 17, 8:30–10:30 a.m.; 1:00–3:00 p.m. EST

*Designed primarily for:* Judges, secretaries, and clerk's office staff converting from WordPerfect 6.1 to 8.0. Recommended for anyone interested in the new features of WordPerfect 8.0 templates.

*Length:* 2 hrs.

*Description:* This course will orient users of WordPerfect 8.0 to the features and capabilities of templates. Topics presented include creating a template from a blank document, converting an existing document into a template, editing a custom template, editing a WordPerfect preformatted template, and other technical information relating to templates.

The course outline and companion learning exercises can be downloaded from the Technology Training & Support Division's (TTSD) J-Net home page (IP address: 156.132.84.151) by the site facilitators or registered students. It is not necessary to have PCs available for the students while viewing the program; students may work the exercises at the conclusion of the broadcast.

To register for this program, download training materials, or to obtain further information, go to the TTSD's J-Net home page (IP address: 156.132.84.151/training/distance). If you need further information not available on the web site, please contact John Leonard in the AO Technology Training & Support Division at 210-530-6200 ext. 1100.

*This program is presented by the Administrative Office of the U.S. Courts.*

# Answers to some frequently asked questions about the FJTN

## 1. Are sites required to register for all broadcasts?

Sites are *required* to register only if they want to participate in an interactive broadcast utilizing the Push-To-Talk system (see Question 2). Sites may, however, be asked to register when advance materials are required or when we need to determine the audience numbers or composition. The *FJTN Bulletin* will provide notice on whether advance registration is required. If no notice is given, then no registration is required.

## 2. Are all sites required to have access codes for broadcasts?

Sprint access codes will be assigned to any program using the Push-To-Talk (PTT) viewer response system. (Such programs are noted in the *FJTN Bulletin*.) The PTT microphones are connected to the broadcast via a Sprint audio-conference hook-up; sites that wish to participate in the program by PTT must register to obtain an access code to dial in to the program. However, sites that are not participating via the PTT may nevertheless watch the broadcast. Most programs do not require PTT microphones and therefore need no access code.

## 3. Are copies of the broadcasts available on videotape?

The Center encourages courts to tape broadcasts for future use and for distribution to in-district sites without downlinks. Broadcasts that should *not* be taped because of agreements with vendors or contractors will be identified in the *FJTN Bulletin*. For courts unable to make their own tapes, a limited number of videotapes of some Center broadcasts will be available on request from the Center's Information Services Office, at 202-273-4153, after the broadcast. Contact Maurice White at the AO at 202-273-1260 to request videotapes of AO broadcasts.

## 4. Is closed-captioning available for broadcasts?

There are no closed caption capabilities available under the current government telecommunications contract that covers satellite broadcasting services. If you need closed captions, call Mark Aydelotte at the Center at 202-273-4149 to make arrangements to receive a videotape with closed captions. This process takes four to six weeks.

## 5. Whom should we call about the status of our downlink installation?

For questions about installation of satellite downlinks, contact Rick Fennell, chief of the AO's Technology Enhancement Office, at 202-273-2734.

## 6. Is funding available for court staff requiring travel to sites?

The AO and the FJC will not be paying for in-district travel to view FJTN programs.

## 7. Is CLE credit available for broadcasts?

CLE credits for participants will depend on the requirements of your state bar. For information on CLE credit for individual FJTN broadcasts, contact your state CLE accrediting board. To apply for CLE credit, you will typically need a copy of the program agenda and timeframes, table of contents for written material, and faculty biographical information, as well as an attendance certificate. Call Kris Markarian or David Marshall at 202-273-4140 if you need assistance.

## 8. What should we do if we get feedback while talking on the Push-To-Talk system during a broadcast?

The Push-To-Talk system is designed to mute (that is, block out) the audio that's coming from your monitor during the satellite broadcast and thereby prevent feedback. Here are some suggestions for a feedback problem:

During the broadcast, when you wish to speak on the PTT, either turn down or mute the volume on your monitor. This will control the feedback while you are participating in the broadcast.

Check the cable connection leading from the VCR to the monitor. If you have one coaxial cable running from the VCR to the monitor, this may be the cause of the feedback. You should have a separate video connection from the VCR to the monitor and a separate audio connection from the VCR to the rear panel of the A.T. Products PTT control box, then another audio connection from the PTT control box to the monitor. This configuration will allow the PTT system to properly mute the audio path. Refer to the set-up instructions provided with your A.T. Products PTT system for helpful connection diagrams and instructions.

Following the program, contact your installer to have him or her check the PTT connections at your site.

Representatives are also available to assist you at A.T. Products, Inc., the designers and manufacturers of the Push-To-Talk system. You may call Becky Zalud at 800-848-2205.

## 9. Where can court staff find the nearest viewing site for FJTN programming?

If you do not have access to an AO-installed downlink in your courthouse or a nearby courthouse, you may make arrangements to use the downlink facilities of another federal government agency in the Government Education & Training Network (GETN). The GETN is comprised of some twenty agencies with over 1,000 downlink sites, including the federal courts' downlink sites. Other federal government entities on the GETN with the largest number of downlink sites include the Environmental Protection Agency, the Federal Aviation Administration, the telecommunications arm of the Department of Housing and Urban Development, the Internal Revenue Service, and the Veterans Benefits Administration. Several military and Department of Defense agencies are also on the GETN. For a complete database of GETN sites and their locations, check <http://www.fgdla.org>.

If you arrange to watch an FJTN broadcast at one of the GETN sites, please call Mark Aydelotte at 202-273-4149 at the Center several days in advance of the broadcast you wish to see. The Center will need the site identification number or the serial number of the IRD (Integrated Receiver Decoder) at the site you are using in order to have the broadcast tuned to that location. Please note that if you are watching an FJTN broadcast from another agency's site you will not be able to use the Push-To-Talk (PTT) viewer response system unless the host agency has PTT.

**Note:** Because more court sites now have access to FJTN broadcasts through their own downlinks, downlinks in nearby courthouses, or downlinks at other GETN sites, we are no longer arranging to conduct dual broadcasts of programs over the C-band facilities of Washington International Teleport.

## 10. What steps should a site take to watch a broadcast offered by a government agency (other than the court agencies) that is part of the Government Education and Training Network (GETN)?

Government agencies (other than the FJC and AO) making up the Government Education & Training Network (GETN) occasionally make their broadcasts available, either on a limited or unlimited basis. (See Question 9 for an explanation of the GETN.) Although there is no central listing of programs being broadcast over the GETN, an individual agency typically publishes information on how to be included in its broadcasts.

**Unlimited broadcasts:** For unlimited broadcasts available to all government agencies, the sponsoring agency will likely ask courts that wish to be included in a broadcast to contact GE Spacenet directly at 800-770-2887.

**Limited broadcasts:** The agency producing the program controls access to its program. To watch a program, you must call

the sponsoring agency's program coordinator to request permission to view the broadcast. If you receive permission to view it, give the sponsoring agency your site code or IRD serial number so the coordinator can pass it on to GE Spacenet to make sure that your site is "force-tuned" to the broadcast.

If your court has made arrangements to receive a broadcast available on the GETN other than an FJTN broadcast, be aware of possible conflicts with FJTN broadcasts, since all court sites are automatically force-tuned to most FJTN broadcasts. If an FJTN broadcast to all courts begins before the start of the requested GETN broadcast, your court will remain force-tuned to the earlier FJTN broadcast when the GETN broadcast starts. Your court must then call GE Spacenet for instructions on how to tune in to the later GETN broadcast.

If you have any questions about these procedures, please contact Ted Coleman at the FJC at 202-273-4200.

## 11. Can I receive a non-FJTN broadcast offered by a university or other government agency?

As explained in Question 10, your satellite downlink can receive programs broadcast by other federal government agencies over the GETN. Your downlink is a "fixed dish"; that is, it is aimed at the satellite that carries FJTN and GETN broadcasts, and cannot be aimed at any other satellites. Thus, it cannot receive programs broadcast by other agencies (federal, state, and local), universities, and other program providers, who use satellites other than the one that carries FJTN and GETN programs. The Center and the AO are, however, identifying selected programs broadcast by non-GETN providers (such as Office of Personnel Management programs) and either broadcasting them live over the FJTN or taping them for later broadcast on the FJTN.

**Check the J-Net for the most up-to-date program times and descriptions. Go to**

**<http://156.132.47.230/docs/EDUPROG/eduprogs.htm>**

**(be sure to hit "Reload" in your Netscape menu if you've checked the page recently). Bookmark this page for easy reference to the J-Net program calendar.**

FJTN Bulletin no. 6  
Federal Judicial Center  
Thurgood Marshall Federal Judiciary Building  
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