


ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS

MEMORANDUM

DATE: January 7, 1997

FROM: 
Lydia Pelegrin, Chief, District Court Administration Division

SUBJECT: Distribution of the FY 1997 CJRA Reimbursable Funds

TO: Abel Mattos, Chief, Court Administration Policy Staff
John P. Hehman, Chief, Appellate Court & Circuit Administration Division
Glen K. Palman, Chief, Bankruptcy Court Administration Division
Eunice Holt Jones, Chief, Federal Corrections and Supervision Division

To support the Civil Justice Reform Act (CJRA) reimbursable program, the Judiciary's final FY 1997 financial plan, approved by the Executive Committee, includes \$764,000 for all eight reimbursable positions in the Office of Court Programs (OCP). The District Court Administration Division (DCAD) is the allocation holder of these funds. All reimbursable CJRA obligations and disbursements will be charged to fund code 97-092000 OXECJR9. The funds provided under this organization code, except for personnel compensation, have been distributed on a pro rata basis. Attached, you will find the distribution of funds under OXECJR9 for the CJRA reimbursable position(s) assigned to your division.

The Administrative Office is under a new compensation system which allows managers to have more flexibility and control over salary compensation. Under the Administrative Office Personnel System, management is required to project and manage funding for its employees. Funds budgeted for salary compensation include, on average, funding for employees who have not reached their top of pay within their pay band. Attached you will find a spreadsheet with the current salaries expended through the current Fiscal Year 1997 including the normal one pay band step increase. Since all eight reimbursable positions share the same personnel compensation fund, it will be necessary for you to provide LaJuana Spurlock of DCAD with your salary projections for these positions. If you are planning to give more than the normal one pay band step increase, please make changes to the attached personnel compensation spreadsheet, and Ms. Spurlock will provide you with an updated spreadsheet based on your new projections.

If you have any questions regarding the distribution, please contact LaJuana Spurlock at 273-1536.

Attachment

Budget Object Code	Employee Name	Position Number	WOI Due Date	Prom. Due Date	Date Vacant	Current Pay Band	Current Annual Salary	Current Salary Per Pay	New Pay Band	New Annual Salary	New Salary Per Pay	
1100 Personnel Compensation & Benefits 1200	Vacant	P9400070	03/20/97	03/20/96	14/07	PB-2E/9	63374	2,437	PB-2E/9	0	0	
	may be filled with critical exception											
		1996	1996	1996	1996	1996						
		8/30-10/13	10/14-10/27	10/28-11/10	11/11-11/24	11/25-12/06						
		PP	PP	PP	PP	PP						
		1	2	3	4	5						
		0	0	0	0	2,437						
		1996	1996	1997	1997	1997						
		12/08-12/22	12/23-1/6	1/6-1/15	1/20-2/2	2/3-2/16						
		PP	PP	PP	PP	PP						
		6	7	8 (9% Incr. - 2.72%)	9	10						
		2,437	2,437	2,504	2,504	2,504						
		1997	1997	1997	1997	1997						
		2/17-3/2	3/3-3/16	3/17-3/30	3/31-4/13	4/14-4/27						
		PP	PP	PP	PP	PP						
	11	12	13	14	15							
	2,504	2,504	2,504	2,504	2,504							
	1997	1997	1997	1997	1997							
	4/28-5/11	5/12-5/25	5/26-5/28	5/31-6/22	6/23-7/05							
	PP	PP	PP	PP	PP							
	16	17	18	19	20							
	2,504	2,504	2,504	2,504	2,504							
	1997	1997	1997	1997	1997	1997						
	7/7-7/20	7/21-8/3	8/4-8/17	8/18-8/31	9/1-9/14	9/15-9/28	Expended					
	PP	PP	PP	PP	PP	PP	Total					
	21	22	23	24	25	26	Salary					
						(12 days)						
	2,504	2,504	2,504	2,504	2,504	3,005	55,385					

Budget Object Codes		Allotted	Expended	Unobligated
2120 Travel	Vacant	2,625.00	0.00	2,625.00
2331 Local telephone services	Vacant	562.50	0.00	562.50
2333 FTS telephone charges	Vacant	300.00	0.00	300.00
2512 Telephone Maint./Repair	Vacant	162.50	0.00	162.50
2513 Equipment Maint./Repair	Vacant	75.00	0.00	75.00
2518 Furniture Maint./Repair	Vacant	12.50	0.00	12.50
2542 Health Services	Vacant	\$75.00	\$0.00	\$75.00
2543 Training	Vacant	0.00	0.00	0.00
2601 General Office Supplies	Vacant	300.00	0.00	300.00
2606 Office Automation Supplies	Vacant	62.50	0.00	62.50
3103 Office Automation Equip.	Vacant	375.00	0.00	375.00

Appellate Court & Circuit Administration
 FY97

Budget Object Code	Employee Name	Position Number	WGI Date	Prom. Date	Date Vacated	Current Pay Band	Current Annual Salary	Current Salary Per Pay	New Pay Band	New Annual Salary	New Salary Per Pay
1100 Personnel Compensation & Benefits 1200	Countryman, Joan E.	P9200066	03/18/97	03/18/96	15/07	PB-2F/30	88,232	3,394	PB-2F/31	91,884	3,534
		1996 8/05-10/13	1996 10/14-10/27	1996 10/28-11/10	1996 11/11-11/24	1996 11/25-12/08					
		PP 1	PP 2	PP 3	PP 4	PP 5					
	Countryman		3,392	3,394	3,394	3,394	3,394				
		1996 12/09-12/22	1996 12/23-1/5	1997 1/6-1/19	1997 1/20-2/2	1997 2/3-2/16					
		PP 6	PP 7	PP 8 (26 hrs. - 2.72%)	PP 9	PP 10					
Countryman		3,394	3,394	3,486	3,486	3,486					
	1997 2/17-3/2	1997 3/3-3/16	1997 3/17-3/30	1997 3/31-4/13	1997 4/14-4/27						
	PP 11	PP 12	PP 13	PP 14	PP 15						
Countryman		3,486	3,486	3,534	3,534	3,534					
	1997 4/28-5/11	1997 5/12-6/04	1997 6/05-6/18	1997 6/19-6/22	1997 6/23-7/06						
	PP 16	PP 17	PP 18	PP 19	PP 20						
Countryman		3,534	3,534	3,534	3,534	3,534					
	1997 7/7-7/20	1997 7/21-8/2	1997 8/3-8/17	1997 8/18-8/31	1997 9/1-9/14	1997 9/15-9/28	Expended Total Salary (12 days)				
	PP 21	PP 22	PP 23	PP 24	PP 25						
Countryman		3,534	3,534	3,534	3,534	3,534	4,241	91,365			

Budget Object Codes

Allotted Expended Unobligated

Budget Object Code	Countryman, Joan E.	Allotted	Expended	Unobligated
2120 Travel	Countryman, Joan E.	2,625.00	0.00	2,625.00
2331 Local telephone services	Countryman, Joan E.	562.50	0.00	562.50
2333 FTS telephone charges	Countryman, Joan E.	300.00	0.00	300.00
2512 Telephone Maint./Repair	Countryman, Joan E.	162.50	0.00	162.50
2513 Equipment Maint./Repair	Countryman, Joan E.	75.00	0.00	75.00
2518 Furniture Maint./Repair	Countryman, Joan E.	75.00	0.00	75.00
2542 Health Services	Countryman, Joan E.	\$75.00	\$0.00	\$75.00
2543 Training	Countryman, Joan E.	0.00	0.00	0.00
2601 General Office Supplies	Countryman, Joan E.	300.00	0.00	300.00
2606 Office Automation Supplies	Countryman, Joan E.	62.50	0.00	62.50
3103 Office Automation Equip.	Countryman, Joan E.	375.00	0.00	375.00

Federal Correction & Supervision

FY97

Budget Object Code	Employee Name	Position Number	WGI Due Date	Prom. Due Date	Date Vacated	Current Pay Band	Current Annual Salary	Current Salary Per Pay	New Pay Band	New Annual Salary	New Salary Per Pay
1100 Personnel Compensation & Benefits 1200	Hammond, Paul A.	P9300885	02/06/97		0	0 PB-2F/32	90,671	3,487	PB-2F/33	94,389	3,630
		1996	1996	1996	1996	1996					
		9/30-10/13	10/14-10/27	10/28-11/10	11/11-1/24	11/25-12/06					
		PP	PP	PP	PP	PP					
		1	2	3	4	5					
	Hammond			3,486	3,487	3,487	3,487	3,487			
Hammond		1996	1996	1997	1997	1997					
		12/08-12/22	12/23-1/5	1/6-1/19	1/20-2/2	2/3-2/16					
		PP	PP	PP 8	PP	PP					
		6	7	(6 incre. 2,726)	8	10					
				3,487	3,487	3,582	3,582	3,630			
	Hammond										
Hammond		1997	1997	1997	1997	1997					
		2/17-3/2	3/3-3/16	3/17-3/30	3/31-4/13	4/14-4/27					
		PP	PP	PP	PP	PP					
		11	12	13	14	15					
				3,630	3,630	3,630	3,630	3,630			
	Hammond										
Hammond		1997	1997	1997	1997	1997					
		4/28-5/11	5/12-5/25	5/26-5/18	5/19-6/2	6/23-7/06					
		PP	PP	PP	PP	PP					
		16	17	18	19	20					
				3,630	3,630	3,630	3,630	3,630			
	Hammond										
Hammond		1997	1997	1997	1997	1997	1997				
		7/7-7/20	7/21-8/3	8/4-8/17	8/18-9/1	9/2-9/14	9/15-9/28	Expended Total Salary			
		PP	PP	PP	PP	PP	PP				
		21	22	23	24	25	25	(12 days)			
				3,630	3,630	3,630	3,630	3,630	4,356	94,014	
	Hammond										

Budget Object Codes

Allotted Expended Unobligated

Budget Object Code	Employee Name	Allotted	Expended	Unobligated
2120 Travel	Hammond, Paul A.	2,625.00	0.00	2,625.00
2331 Local telephone services	Hammond, Paul A.	562.50	0.00	562.50
2333 FTS telephone charges	Hammond, Paul A.	300.00	0.00	300.00
2512 Telephone Maint./Repair	Hammond, Paul A.	162.50	0.00	162.50
2513 Equipment Maint./Repair	Hammond, Paul A.	75.00	0.00	75.00
2518 Furniture Maint./Repair	Hammond, Paul A.	12.50	0.00	12.50
2542 Health Services	Hammond, Paul A.	\$75.00	\$0.00	\$75.00
2543 Training	Hammond, Paul A.	0.00	0.00	0.00
2601 General Office Supplies	Hammond, Paul A.	300.00	0.00	300.00
2606 Office Automation Supplies	Hammond, Paul A.	62.50	0.00	62.50
3103 Office Automation Equip.	Hammond, Paul A.	375.00	0.00	375.00

Court Administration Policy Staff

FY97

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Budget Object Code	Employee Name	Position Number	WGI Due Date	Prom. Due Date	Date Vacated	Current Pay Band	Current Annual Salary	Current Salary Per Pay	New Pay Band	New Annual Salary	New Salary Per Pay
1100 Personnel Compensation & Benefits	Russillo, Frederick M	P9202783	12/09/97	bonus	bonus	PB-2E/36	81,238	3,125	PB-2E/37	82,289	3,165
	Miskovsky, Mark S.	P9200417	7/22/97	7/22/96	13/02	PB-2E/10	53,916	2,074	PB-2E/12	57,877	2,226
	1996	1996	1996	1996	1996						
	9/30-10/13	10/14-10/27	10/28-11/10	11/11-11/24	11/26-12/08						
	PP	PP	PP	PP	PP						
	1	2	3	4	5						
Russillo	3,124	3,125	3,125	3,125	3,125						
Miskovsky	2,033	2,074	2,074	2,074	2,074						
	1996	1996	1997	1997	1997						
	12/09-12/22	12/23-1/5	1/6-1/19	1/20-2/2	2/3-2/16						
	PP	PP	PP	PP	PP						
	6	7	8 (96 incrs. - 2.72%)	9	10						
Russillo	3,165	3,165	3,251	3,251	3,251						
Miskovsky	2,074	2,074	2,226	2,226	2,226						
	1997	1997	1997	1997	1997						
	2/17-3/2	3/3-3/16	3/17-3/30	3/31-4/13	4/14-4/27						
	PP	PP	PP	PP	PP						
	11	12	13	14	15						
Russillo	3,251	3,251	3,251	3,251	3,251						
Miskovsky	2,226	2,226	2,226	2,226	2,226						
	1997	1997	1997	1997	1997						
	4/28-5/11	5/12-5/25	5/26-6/8	6/09-6/22	6/23-7/06						
	PP	PP	PP	PP	PP						
	16	17	18	19	20						
Russillo	3,251	3,251	3,251	3,251	3,251						
Miskovsky	2,226	2,226	2,226	2,226	2,226						
	1997	1997	1997	1997	1997	1997					
	7/7-7/20	7/21-8/3	8/4-8/17	8/18-8/31	9/01-9/14	9/16-9/28	Expended Total				
	PP	PP	PP	PP	PP	PP	Salary				
	21	22	23	24	25	26	(12 days)				
Russillo	3,251	3,251	3,251	3,251	3,251	3,901	84,372				
Miskovsky	2,226	2,226	2,226	2,226	2,226	2,671	57,215				

Budget Object Codes

Allotted Expended Unobligated

Budget Object Code	Russillo	Miskovsky	Allotted	Expended	Unobligated
2120 Travel	2,625.00	2,625.00	0.00	0.00	2,625.00
2331 Local telephone services	562.50	562.50	0.00	0.00	562.50
2333 FTS telephone charges	300.00	300.00	0.00	0.00	300.00
2512 Telephone Maint./Repair	162.50	162.50	0.00	0.00	162.50
2513 Equipment Maint./Repair	75.00	75.00	0.00	0.00	75.00
2518 Furniture Maint./Repair	12.50	12.50	0.00	0.00	12.50
2542 Health Services	\$75.00	\$75.00	\$0.00	\$0.00	\$75.00
2543 Training	0.00	0.00	0.00	0.00	0.00
2601 General Office Supplies	300.00	300.00	0.00	0.00	300.00
2606 Office Automation Supplies	62.50	62.50	0.00	0.00	62.50
3103 Office Automation Equip.	375.00	375.00	0.00	0.00	375.00

Court Administration Policy Staff
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Budget Object Code	Employee Name	Position Number	WOT Due Date	From Date	Date Unrated	Current Pay Band	Current Annual Salary	Current Salary Per Pay	New Pay Band	New Annual Salary	New Salary Per Pay
1100 Personnel Compensation & 1200 Benefits	Russillo, Frederick M	P9202783	12/09/97	bonus	bonus	PB-2E/36	81,238	3,125	PB-2E/37	82,289	3,165
	Miskovsky, Mark S.	P9200417	7/22/97	7/22/96	13/02	PB-2E/10	53,916	2,074	PB-2E/11	56,462	2,172
			1994	1996	1996	1996	1996				
			020-18113	10/14-10/27	10/28-11/19	11/21-11/24	11/25-12/04				
			PP	PP	PP	PP	PP				
			5	2	3	4	6				
	Russillo		3,124	3,125	3,125	3,125	3,125				
	Miskovsky		2,033	2,074	2,074	2,074	2,074				
			1996	1996	1997	1997	1997				
			0208-1222	12/21-1/8	1/8-1/13	1/20-2/2	2/3-2/16				
			PP	PP	PP	PP	PP				
			5	7	8	10					
	Russillo		3,165	3,165	3,251	3,251	3,251				
	Miskovsky		2,074	2,074	2,130	2,130	2,130				
			1997	1997	1997	1997	1997				
			2/17-2/2	3/3-3/16	3/17-3/30	3/21-4/13	4/14-4/27				
			PP	PP	PP	PP	PP				
			11	13	13	14	16				
	Russillo		3,251	3,251	3,251	3,251	3,251				
	Miskovsky		2,130	2,130	2,130	2,130	2,130				
			1997	1997	1997	1997	1997				
			020-2711	5/12-5/25	5/26-6/8	6/9-6/22	6/23-7/6				
			PP	PP	PP	PP	PP				
			14	17	18	19	20				
	Russillo		3,251	3,251	3,251	3,251	3,251				
	Miskovsky		2,130	2,130	2,130	2,130	2,130				
			1997	1997	1997	1997	1997				
			020-20	7/11-8/1	8/1-8/17	8/18-8/31	9/1-9/14	Expend			
			PP	PP	PP	PP	PP	Total			
			15	22	23	24	24	Salary			
								(12.4m)			
	Russillo		3,251	3,251	3,251	3,251	3,251	3,901	84,372		
	Miskovsky		2,130	2,172	2,172	2,172	2,172	2,606	55,589		

Budget Object Codes

Allotted **Expended** **Unobligated**

Budget Object Code	Employee	Allotted	Expended	Unobligated
2120 Travel	Russillo	2,625.00	0.00	2,625.00
	Miskovsky	2,625.00	0.00	2,625.00
2331 Local telephone services	Russillo	562.50	0.00	562.50
	Miskovsky	562.50	0.00	562.50
2333 FTS telephone charges	Russillo	300.00	0.00	300.00
	Miskovsky	300.00	0.00	300.00
2512 Telephone Maint./Repair	Russillo	162.50	0.00	162.50
	Miskovsky	162.50	0.00	162.50
2513 Equipment Maint./Repair	Russillo	75.00	0.00	75.00
	Miskovsky	75.00	0.00	75.00
2518 Furniture Maint./Repair	Russillo	12.50	0.00	12.50
	Miskovsky	12.50	0.00	12.50
2542 Health Services	Russillo	\$75.00	\$0.00	\$75.00
	Miskovsky	\$75.00	\$0.00	\$75.00
2543 Training	Russillo	0.00	0.00	0.00
	Miskovsky	0.00	0.00	0.00
2601 General Office Supplies	Russillo	300.00	0.00	300.00
	Miskovsky	300.00	0.00	300.00
2606 Office Automation Supplies	Russillo	62.50	0.00	62.50
	Miskovsky	62.50	0.00	62.50
3103 Office Automation Equip.	Russillo	375.00	0.00	375.00
	Miskovsky	375.00	0.00	375.00

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