

**ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS**  
***Salaries and Expenses***  
**SUMMARY STATEMENT OF ACCOUNT REQUIREMENTS**

<b>Fiscal Year 2024 Assumed Appropriation</b>	<b>\$102,673,000</b>
<b>Fiscal Year 2025 Appropriation</b>	<b>\$108,684,000</b>
<b>Requested Increase from Fiscal Year 2024 Assumed Appropriation</b>	<b>\$6,011,000</b>

**APPROPRIATION LANGUAGE**

**ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS**

**SALARIES AND EXPENSES**

For necessary expenses of the Administration Office of the United States Courts as authorized by law, including travel as authorized by 31 U.S.C. 1345, hire of a passenger motor vehicle as authorized by 31 U.S.C. 1343(b), advertising and rent in the District of Columbia and elsewhere [*\$102,673,000*] *\$108,684,000*, of which not to exceed \$8,500 is authorized for official reception and representation expenses.

(H.R. 4664/S. 2309 - Financial Services and General Government Appropriations Act, 2024 updated to reflect the judiciary's fiscal year 2024 assumed appropriation)

**SUMMARY OF REQUEST  
ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS  
FISCAL YEAR 2025  
(Dollar amounts in thousands)**

**Fiscal Year 2025 Resource Requirements:**

	<u>FTEs</u>	<u>Amount</u>
<b>Fiscal Year 2024 Obligations</b> .....	<b>1,584.0</b>	<b>\$296,350</b>
Estimated FY 2023 fee collections .....	-	(7,978)
Fee carryforward from FY 2023 into FY 2024 .....	-	(9,211)
Carryforward from Judiciary Information Technology Fund .....	-	(6,552)
Reimbursable Programs .....	<b>(866.5)</b>	<b>(169,936)</b>
<b>Fiscal Year 2024 Assumed Appropriation</b> .....	<b>717.5</b>	<b>\$102,673</b>

**Page No. Adjustments to Base to Maintain Current Services:**

**A. Personnel**

*Pay and benefit adjustments*

8.14	1. Proposed January 2025 pay adjustment .....	-	1,223
8.14	2. Annualization of January 2024 pay adjustment .....	-	1,110
8.14	3. Promotions and within-grade increases .....	-	872
	4. Benefits increases .....		
8.14	a. Health benefits .....	-	128
8.14	b. FICA adjustment .....	-	140

<u>Page</u>		<u>FTEs</u>	<u>Amount</u>
<b>B. Other Adjustments</b>			
8.15	5. Inflationary increases in charges for contracts, services, supplies, and equipment. ....	-	123
8.15	6. Increase in requirements to maintain FY 2024 service levels due to anticipated decrease in non-appropriated funds. ....	-	657
	7. Annualization of new positions requested in FY 2024 .....		
8.15	a. Judicial Integrity Office (annualization of 2 pos). ....	1.0	186
8.16	b. IT Oversight support staff (annualization 1 pos) .....	0.5	110
8.16	c. Project Management staff (annualization 4 pos) .....	2.0	389
8.16	d. DTS Judicial Conference and Advisory Council support (annualization 2 pos) .....	1.0	172
	<b>Subtotal, Adjustments to Base to Maintain Current Services .....</b>	<b>4.5</b>	<b>5,110</b>
	<b>Total Current Services Appropriation Required .....</b>	<b>722.0</b>	<b>107,783</b>
<b><u>C. Program Increases:</u></b>			
8.16	8. Deputy Chief Information Officer (1 pos) .....	<b>0.5</b>	<b>135</b>
8.17	9. Office of Fair Employment Practices (1 pos) .....	<b>0.5</b>	<b>93</b>
8.17	10. Judicial Conference Secretariat (2 pos) .....	<b>1.0</b>	<b>185</b>
8.17	11. Procurement Improvements (5 pos) .....	<b>2.5</b>	<b>488</b>
	<b>Total Fiscal Year 2025 Appropriation Required .....</b>	<b>726.5</b>	<b>108,684</b>
	<b>Total Appropriation Increase, Fiscal Year 2024 to Fiscal Year 2025 .....</b>	<b>4.5</b>	<b>6,011</b>
<b><u>Financing the Fiscal Year 2025 Request:</u></b>			
	<b>Total Appropriation Required .....</b>	<b>726.5</b>	<b>108,684</b>
8.17	Estimated FY 2025 fee collections .....	-	8,637
8.17	Estimated fee carryforward from FY 2024 into FY 2025 .....	-	7,895
8.17	Reimbursable programs .....	898.0	181,875
	<b>Estimated Obligations, Fiscal Year 2025 .....</b>	<b>1,624.5</b>	<b>307,091</b>

**ADMINISTRATIVE OFFICE**  
**Salaries and Expenses**  
**Obligations by Activity (\$000)**

Activity	FY 2023 Actual	FY 2024 Plan	FY 2025 Request
Program Direction and Policy Formulation	101,797	105,842	108,572
Program Services	45,401	53,324	55,671
Administrative Services	62,410	67,921	71,276
Technology Services	57,797	69,263	71,572
<b>Total Obligations</b>	<b>267,404</b>	<b>296,350</b>	<b>307,091</b>
Unobligated Balance, Start of Year: Judiciary Information Technology Fund	(4,465)	(6,552)	-
Deposits and Other Adjustments:  Judiciary Information Technology Fund	(4,572)		-
Unobligated Balance, End of Year:  Judiciary Information Technology Fund	6,552	-	-
<i>Subtotal, Other Obligations</i>	(2,485)	(6,552)	-
<b>Direct Obligations</b>	<b>264,919</b>	<b>289,798</b>	<b>307,091</b>
Offsetting Collections			
Federal Funds	(20,982)	(17,189)	(16,532)
Reimbursable Programs	(141,264)	(169,936)	(181,875)
<i>Salaries and Expenses</i>	(103,449)	(126,746)	(136,867)
<i>Electronic Public Access</i>	(21,471)	(24,616)	(25,464)
<i>Defender Services</i>	(10,180)	(11,788)	(12,524)
<i>Court Security</i>	(6,164)	(6,786)	(7,020)
<b>Available Appropriation</b>	<b>\$102,673</b>	<b>\$102,673</b>	<b>\$108,684</b>

**ADMINISTRATIVE OFFICE**  
**Salaries and Expenses**  
**Obligations by Budget Object Class (\$000)**

Description	FY 2023 Actual	FY 2024 Plan	FY 2025 Request
	Total Obligations	Total Obligations	Total Obligations
1100 Personnel compensation	184,066	215,329	231,751
1200 Personnel benefits	66,836	64,472	65,099
1300 Benefits for former personnel	5	23	23
2100 Travel	1,402	1,619	1,651
2200 Transportation of things	182	158	161
2330 Communications, utilities, & misc	549	592	606
2400 Printing and reproduction	103	157	161
2500 Other services	5,727	5,155	5,271
2600 Supplies and materials	326	1,262	1,297
3100 Equipment	1,313	1,031	1,071
4200 Claims	-	-	-
9100 Undefined Disbursements (JITF Deposits)	4,410	-	-
<b>Direct Obligations</b>	<b>264,919</b>	<b>289,798</b>	<b>307,091</b>
Other Obligations (JITF Obligations)	2,485	6,552	-
<b>Total Obligations</b>	<b>267,404</b>	<b>296,350</b>	<b>307,091</b>

**ADMINISTRATIVE OFFICE**  
**Salaries and Expenses**  
**Full-time Equivalents by Activity**

Activity	FY 2023 Actual	FY 2024 Plan	FY 2025 Request
Program Direction and Policy			
Formulation	216	261	265
Program Services	305	378	378
Administrative Services	386	479	482
Technology Services	343	466	500
<b>Total, Full-Time Equivalents</b>	<b>1,250</b>	<b>1,584</b>	<b>1,625</b>
Less: Reimbursable Positions	(680)	(867)	(898)
<i>Salaries and Expenses</i>	523	670	700
<i>Electronic Public Access</i>	77	109	109
<i>Defender Services</i>	51	59	60
<i>Court Security</i>	29	29	29
<b>Total, Direct Full-Time Equivalents</b>	<b>570</b>	<b>717</b>	<b>727</b>

**ADMINISTRATIVE OFFICE**  
**Salaries and Expenses**  
**Relation of Obligations to Outlays (\$000)**

	FY 2023 Actual	FY 2024 Plan	FY 2025 Request
Direct obligations incurred	264,919	289,798	307,091
Obligated balance, unpaid obligations, start of	(10,463)	(12,293)	(12,173)
Adjustments of prior year activity	(4,261)	2,169	2,267
Obligated balance, unpaid obligations, end of	<u>12,293</u>	<u>12,173</u>	<u>13,430</u>
<b>Total Outlays</b>	<b>262,488</b>	<b>291,847</b>	<b>310,615</b>
Less Offsets	<u>(159,815)</u>	<u>(187,125)</u>	<u>(198,407)</u>
Net Outlays	102,673	104,722	112,208

## GENERAL STATEMENT AND INFORMATION

This appropriation is for the necessary expenses of the Administrative Office of the United States Courts (AO), pursuant to 28 U.S.C. §§ 601-613. Created by an Act of Congress in 1939, the AO is the central support entity for the judicial branch. It supports and serves the federal judiciary in carrying out its constitutional mission to provide equal justice under the law. The fiscal year (FY) 2025 request for the AO account totals \$108,684,000 in direct appropriations to support staff and operating expenses at a current services level and program increases to increase staff:

- 1) to manage the Long-Range Plan for Information Technology in the federal judiciary, in the Department of Technology Services;
- 2) to assist with increased support to the judiciary, in the Office of Fair Employment Practices;
- 3) to support increased policy work demands, in the Judicial Conference Secretariat office; and
- 4) to provide oversight over increasingly complex procurement and acquisition management activities.

The AO provides administrative, legal, financial, management, program, security, and information technology services to the federal courts, court units, and federal defender organizations. It provides support and staff counsel to the Judicial Conference of the United States and its committees, and it implements Judicial Conference policies as well as applicable federal statutes and regulations. The AO has central responsibility for communication and coordination within the judiciary, and with Congress, the executive branch, and the public on behalf of the judiciary. The AO's lawyers, court administrators, accountants, systems engineers, analysts, architects, statisticians, security experts, and other staff provide professional services to meet the needs of judges and staff working in the federal courts and federal defender organizations nationwide. These services include:

- ▶ performing central payroll, personnel, accounting, and procurement functions;
- ▶ developing and executing the judiciary's budget and guiding local court and federal defender budget execution;
- ▶ collecting and analyzing statistics on court, probation and pretrial services, and federal defender workload;
- ▶ auditing judiciary financial operations;
- ▶ monitoring and reviewing program performance and use of resources;
- ▶ developing and supporting automated systems and technologies used throughout the courts and federal defender offices;
- ▶ coordinating construction and management of judiciary facilities with the General Services Administration (GSA);
- ▶ monitoring U.S. Marshals Service (USMS) implementation of the Judicial Facility Security Program;
- ▶ defining court and federal defender resource needs through caseload forecasts and work measurement analyses;
- ▶ providing program leadership and support for circuit executives, clerks of court, probation and pretrial services officers, federal defenders, and other managers; and
- ▶ developing and conducting education and training programs focused on improving court administration and operations.



The updated *Strategic Direction for the Administrative Office of the United States Courts (Strategic Direction)*, published in 2022, complements the *Strategic Plan for the Federal Judiciary*, approved by the Judicial Conference in September 2020. Taken together, these two documents define the mission, values, and strategic intent of the federal judiciary and its supporting administrative office, as “OneJudiciary.” As described in the *Strategic Direction*, the AO focuses on delivering excellent service to the courts, court units, probation and pretrial services offices, and federal defender organizations, effectively and efficiently. At the same time the *Strategic Direction* underlines the AO’s imperative to maintain an exemplary workplace; continually strengthen its security posture; maintain effective communication channels and tools; and foster collaboration and partnerships that strengthen understanding, trust, and confidence in the AO and the judiciary. One way the AO works at achieving its mission is through measuring and responding to employee feedback. In November 2021, the AO conducted its fourth employee viewpoint survey, administered by the Office of Personnel Management. As was done for previous surveys (2015, 2017, 2019), an AO-wide Employee Engagement Task Force assessed the results and shared its recommendations and observations for improvement with AO leaders.

**Table 8.1 Selected AO Fiscal Year 2024 Projected Workload Indicators**

<b>Indicator</b>	<b>Number</b>
Active and senior judges (Article III, bankruptcy, magistrate, and Court of Federal Claims)	2,444
Court staff (Appellate, district, bankruptcy, probation and pretrial services) and public defender staff	27,992
Court units (Appellate, district, bankruptcy, probation and pretrial services)	354
Federal defender organizations (Districts)	92
Court facilities (GSA- and U. S. Postal Service-owned federal buildings and leased facilities)	753
Judicial Conference committees	25
Court appropriations and fees (Salaries and Expenses, Defender Services, Fees of Jurors, Court Security, and Judicial Retirement Funds)	\$9.0 billion

## FY 2024 APPROPRIATIONS

The judiciary built the FY 2025 AO budget request of \$108,684,000 on the FY 2024 assumed appropriation, which is \$102,673,000. The FY 2024 assumed level is the FY 2024 Senate mark, which is the same level as the FY 2023 enacted appropriation. The availability of additional carryforward from FY 2023 will allow the AO to execute program increases in FY 2024 at the assumed level. For bill language, the judiciary used the language from H.R. 4664 and S. 2309, Financial Services and General Government Appropriations Act, 2024, which are identical, as the closest approximation of the eventual enacted FY 2024 appropriations language, updated with the assumed level as described above.

## SIGNIFICANT ISSUES

### *Fostering an Exemplary Workplace Across the Judiciary*

The judiciary has continued to foster an exemplary workplace for its employees. The judiciary has long-standing policies protecting its employees against discrimination, harassment, and retaliation consistent with federal employment discrimination statutes applicable in the executive and legislative branches. Over the last several years, the judiciary has also enhanced and refined its codes of conduct, workplace policies, and accountability processes. For example, the judiciary's workplace protections now include protection from abusive conduct that creates a hostile workplace, regardless of discriminatory motive. In addition, the judiciary has continued to develop training and has created confidential points of contact both within and outside individual employing offices to provide multiple avenues for employees to seek guidance and advice about workplace conduct concerns.

The AO's national Office of Judicial Integrity (OJI) and Directors of Workplace Relations (DWRs) in each circuit were created to provide employees with access to confidential advice outside of the traditional court chain of command. Together, the OJI, DWRs, and local Employee Dispute Resolution (EDR) coordinators form a national network of trained, experienced professionals who support the judiciary's workplace conduct initiatives and EDR processes. This includes not only providing confidential advice and guidance to employees, managers, and judges, but also a number of other services. For example, DWRs assist EDR coordinators to support and facilitate EDR processes. The OJI and DWRs also coordinate on the development and delivery of workplace conduct training programs and other initiatives, including recommending best practices for handling workplace conduct concerns when they arise.

The OJI requested 2 FTE in FY 2024 to support initiatives centered around workplace conduct investigations, providing courts and offices with independent investigative assistance, specialized investigative training, and consultative support. At the circuit level, several Offices of Workplace Relations have added staff to support the work of DWRs, including Deputy Director of Workplace Relations and Workplace Specialist positions. Though staffing needs differ based on each circuit's size, structure, and population, these investments illustrate the judiciary's continued commitment to supporting employees and addressing workplace conduct issues promptly and effectively.

The judiciary has also established clear and trusted lines of communication with law schools to ensure they are aware of the judiciary's workplace protections and processes for addressing concerns available to law students and graduates interning, clerking, or working in the judiciary. The OJI and DWRs continue to provide tailored programming for law school administrators and for new and incoming law clerks.

The Federal Judiciary Workplace Conduct Working Group (Working Group) remains active and, in collaboration with Judicial Conference committees and AO advisory groups, continues to evaluate and assess existing policies, procedures, and practices to ensure an exemplary workplace. In September 2022, the Judicial Conference approved a recommendation to have the Federal Judicial Center (FJC), the judiciary's independent education and research arm, conduct periodic national workplace surveys of court and federal public defender employees. Beginning in January 2023, the FJC administered the first national workplace survey to current judiciary employees. The FJC will provide its report of the results to the Working Group, which will use that information to assess remaining challenges and determine what additional recommendations may be appropriate.

### ***Courthouse Ethics and Transparency Act (CETA)***

The Courthouse Ethics and Transparency Act (Pub. L. No. 117-125), signed into law in May 2022, mandates that judges file periodic financial transaction reports starting August 11, 2022, and required the AO to establish an online database by November 9, 2022, that gives the public access to any judge's financial disclosure reports. The Judicial Conference Committee on Financial Disclosure has issued guidance on the new statutory requirement that the judicial branch report periodic transactions of stocks, bonds, commodity futures, and other securities, as the other branches of government do. The Committee also began implementing the Judicial Conference's March 2022 authorization for immediate online release of judges' certified financial disclosure reports in a way that does not endanger them or their families. The online database is live and it is accessible to the public via [United States Courts | Financial Disclosures \(uscourts.gov\)](https://uscourts.gov/financial-disclosures) The FY 2023 enacted appropriation allowed the AO to hire additional staff in the Office of the General Counsel to support additional workload for CETA implementation.

### ***Compliance and Risk Improvements***

The AO continues to assess risks and enhance the response to recommendations from audits, internal control reviews, and other studies. The Enterprise Risk Management (ERM) program provides the AO Director and AO executives with greater visibility into efforts to improve oversight and address AO-wide risks, systemic issues, and internal control weaknesses. The AO's Office of Compliance and Risk has conducted a series of internal management reviews of various functions with a focus on efficiency and effectiveness. Additional reviews are planned in FY 2025.

The AO is improving processes for tracking and monitoring compliance with laws and regulations. This effort includes monitoring

changes in legislation and regulations requiring implementation, maintaining inventories of legal and regulatory requirements, and developing corrective action plans to improve compliance where necessary.

## **AO SUPPORT OF THE JUDICIARY**

### ***Fair Employment Practices Initiatives***

The judiciary has expanded internships, fellowships, and other pipeline program opportunities that serve to encourage students and professionals to explore the multitude of career opportunities, in addition to ensuring that these programs equip participants with the skills

needed to be competitive for future employment. The judiciary has increased recruitment and outreach efforts to attract talent from all segments of society by ensuring that opportunities are widely advertised and that hiring processes are standardized and transparent. The judiciary has also hosted discussions and training to build an inclusive culture, improve employee engagement, and pursue the workforce strategy outlined in the *Strategic Plan for the Federal Judiciary*. The AO and stakeholder groups are reviewing data to identify any issues with respect to bias or disparity in field-level activities. Additionally, the judiciary has developed an officer misconduct tracking report that districts can use to promote consistency and transparency, while preserving integrity and trust in the federal probation and pretrial services system.

### ***Securing and Modernizing the Judiciary's IT Infrastructure***

The judiciary has developed a Cybersecurity and IT Modernization Strategy that provides a framework to support changes needed in judiciary IT governance, the establishment of enterprise standards, improvements to enterprise visibility, and modernization of the security of systems and solutions across the judiciary.

*Judiciary IT Security Task Force.* The AO Director established a Judicial IT Security Task Force (Task Force) in June 2021 with a mission to examine the judiciary's current IT security posture. The Task Force included various judiciary representatives and held its first meeting in July 2021, convening regularly until its final meeting in July 2023. The Task Force made several recommendations deemed necessary to ensure the immediate and future IT security of the judiciary. These recommendations also support many areas within the Judiciary IT Modernization and Cybersecurity Strategy and were developed to protect the integrity of the judicial process. The Task Force's recommendations are aimed to set the judiciary on a path to accomplish three broad goals:

- 1) transform the judiciary's governance and culture,
- 2) strengthen identities and systems, and

- 3) build and foster relationships.

*IT Workforce Development and Training.* The Chief Information Officer has initiated efforts to ensure the ongoing effectiveness of recruiting, training/retraining, retaining, restructuring, and outsourcing of IT personnel where appropriate, thus ensuring a resilient workforce with a viable succession plan. Also, the judiciary has mandated cybersecurity training for all IT professionals that aligns with the National Initiative for Cybersecurity Education (NICE) framework to begin to address specific demographics within the collective IT community. The NICE framework establishes best practices about how to identify, recruit, develop, and retain talent.

*Zero Trust Architecture (ZTA).* The AO continues to work closely with stakeholders to develop a ZTA strategy document that aligns with the Judiciary IT Modernization and Cybersecurity Strategy, the principles of the [President’s Executive Order 14028 \(Improving the Nation’s Cybersecurity\)](#), and the [Cybersecurity and Infrastructure Agency Zero Trust Maturity Model](#).

*Expansion of Multi-Factor Authentication.* A key requirement of ZTA is multi-factor authentication (MFA), which makes it more difficult for adversaries to gain access to critical judiciary resources even if passwords are compromised. In December 2022, the IT Committee endorsed the Task Force’s recommendation to expand MFA use.

*Federal Defender Actions.* The judiciary is modernizing the defenders’ IT infrastructure and cybersecurity environment by:

- 1) improving network security to defend client, witness, and court data against potential threats and vulnerabilities;
- 2) using cloud services to optimize resource use in a secure manner;
- 3) implementing secure collaboration services so staff can seamlessly and securely collaborate with outside parties, protect client confidentiality, and maintain data integrity; and
- 4) modernizing national infrastructure to align with ZTA and identity management requirements.

## **GOVERNMENT ACCOUNTABILITY OFFICE RECOMMENDATIONS**

The narrative found here satisfies the 31 U.S.C. § 720(b)(2) requirement to inform the House and Senate Appropriations Committee on actions taken in response to Government Accountability Office (GAO) recommendations.

### **GAO Study on Fraud, Waste, and Abuse Investigations**

**Report:** On November 16, 2022, GAO issued [\*U.S. Courts: The Judiciary Should Improve Its Policies on Fraud, Waste, and Abuse Investigations \(GAO-23-105942\)\*](#). The study was requested by Representative Henry C. “Hank” Johnson Jr., and Representative Gerald E. Connolly.

**Issues Examined:** The report focuses on the federal judiciary’s fraud, waste, and abuse investigation program. Specifically, GAO evaluated the extent to which the judiciary’s policies for addressing fraud, waste, and abuse align with leading investigative guidance and key internal control principles.

**Recommendations:** GAO made eight recommendations in its report, including that the AO establish an independent office to carry out the judiciary’s fraud, waste, and abuse program and to investigate and resolve allegations.

**Administrative Office Action:** Since the publication of the report, the AO has initiated recruitment of a fraud, waste, and abuse investigator and plans to update policy to reflect the independent nature of the position. Additionally, the role of the Judicial Conference Committee on Audits and AO Accountability was expanded so that the Committee receives all final fraud, waste, and abuse reports.

**ADJUSTMENTS TO BASE TO MAINTAIN CURRENT SERVICES**

**A. PERSONNEL**

*Pay and Benefit Adjustments*

**1. Proposed 2025 pay adjustment**

**Requested Increase: \$1,223,000**

The judiciary is assuming federal pay rates will increase by 2.0 percent in January 2025. The requested increase provides for the cost of nine months of the anticipated pay raise in FY 2025, from January 2025 to September 2025. (If the pay adjustment included in the President’s FY 2025 budget request is different from this 2.0 percent, the judiciary will revise this line item in its FY 2025 budget re-estimate.)

**2. Annualization of 2024 pay adjustment**

**Requested Increase: \$1,110,000**

The requested increase provides for the annualized costs of a 2024 pay adjustment for Employment Cost Index (ECI) and locality pay. As a result of an ECI and locality adjustment, federal pay rates increased by an average of 5.2 percent, effective as of January 2024. The requested increase provides for the cost of three months (from October 2024 to December 2024) of the 2024 pay increase in FY 2025.

**3. Promotions and within-grade increases**

**Requested Increase: \$872,000**

The requested increase provides for promotions and within-grade increases for personnel. The salary plan for judicial support personnel provides for periodic within-grade increases for staff who receive at least a satisfactory performance rating.

**4. Benefits increases**

**a. Health benefits**

**Requested Increase: \$128,000**

Based on information from the Office of Personnel Management, health benefit premium contributions are projected to increase by an average of 5.0 percent in January 2024 and January 2025. The requested increase annualizes the 2024 premium increase and includes a nine-month provision for the increase anticipated for FY 2025.

**b. FICA adjustment**

**Requested Increase: \$140,000**

Based on information from the Social Security Administration, employer contributions to the Old Age, Survivor, and Disability Insurance (OASDI) portion of the FICA tax will increase in 2024. The salary cap for OASDI increased from \$160,200 to \$168,600 in January 2024. The requested amount is needed to pay the AO’s contribution in FY 2025.

## **B. OTHER ADJUSTMENTS**

### ***General Inflationary Adjustments***

#### **5. Inflationary increases in charges for contracts, services, supplies, and equipment**

**Requested Increase: \$123,000**

Consistent with guidance from the Office of Management and Budget, this requested increase is required to fund inflationary adjustments of 2.2 percent for operating expenses such as travel, communications, printing, contractual services, supplies and materials, and furniture and equipment.

#### **6. Increase in requirements to maintain FY 2024 service levels due to anticipated decrease in non-appropriated funds**

**Requested Decrease: \$657,000**

In addition to appropriations from Congress, the judiciary relies on other funding sources to finance its requirements. These non-appropriated funds include current year fee collections and carryforward of fee balances from the prior year. The use of these funds allows the AO appropriations request to be reduced on a dollar-for-dollar basis.

The AO FY 2025 appropriation request of \$108,684,000 reflects a projected availability of \$16.5 million in non-appropriated funds. The FY 2024 obligation level assumes new fee collections and prior-year carryforward from FY 2023 totaling \$17.2

million. The AO request for appropriated funds for FY 2025 therefore includes an increase of \$657,000 to reflect the decrease in these non-appropriated funds to maintain the same level of services as provided in FY 2024. The judiciary's estimates for non-appropriated funds typically fluctuate during the fiscal year. AO staff will update appropriations subcommittee staff on changes in non-appropriated funds levels.

#### **7. Annualization of new positions requested in FY 2024**

##### **a. Office of Judicial Integrity (OJI) (2 positions)**

**Requested Increase: \$186,000**

**FTE: 1.0**

The circuits and courts have specifically requested investigative support for workplace conducts matters, to include conducting investigations, consultative support, and investigations training. Since the OJI often also provides confidential Informal Advice to employees and employing offices regarding workplace conduct matters, having dedicated staff to conduct investigations and/or provide consultative investigations support provides the necessary staffing and helps avoid potential conflicts of interest within the OJI. This staff will also develop requested investigations-related training and programming for the courts. This additional investigative staffing capacity can also be shared by other AO offices – such as the Office of Fair Employment Practice or Fraud, Waste and Abuse – when capacity issues arise.

This request supports the annualization of these positions requested in FY 2024 and the amount of \$186,000 represents a



six-month annualization cost.

**b. IT Oversight support staff (1 position)**

**Requested Increase: \$110,000                      FTE: 0.5**

Based on findings related to the GAO study on IT management at the AO, this staff position will support the AO with working across the judiciary to address all findings related to IT oversight and guidance.

This request supports the annualization of this position requested in FY 2024 and the amount of \$110,000 represents a six-month annualization cost.

**c. Project Management staff (4 positions)**

**Requested Increase: \$389,000                      FTE: 2.0**

These four positions will be used to establish a project management office within the AO. This office will be responsible for implementing best practices for project management across the AO. This will include development of comprehensive cost estimates and project schedules. This will help ensure that projects meet user needs and are delivered on schedule and within budget.

This request supports the annualization of these positions requested in FY 2024 and the amount of \$389,000 represents a six-month annualization cost.

**d. DTS Judicial Conference and Advisory**

**Council support staff (2 positions)**

**Requested Increase: \$172,000                      FTE: 1.0**

The Department of Technology Services (DTS) provides staff support to the Judicial Conference Committee on Information Technology (IT Committee) and the AO's IT Advisory Council (ITAC). There are only two staff who support these functions - one provides primary support to the IT Committee, the other provides primary support to the ITAC. The IT Committee staffer also manages and maintains Volume 15 (Information Technology) of the *Guide to Judiciary Policy*.

This request supports the annualization of these positions requested in FY 2024 and the amount of \$172,000 represents a six-month annualization cost.

**C. PROGRAM INCREASES**

**8. Deputy Chief Information Officer (1 position)**

**Requested Increase: \$135,000                      FTE: 0.5**

As the judiciary has grown more dependent on IT, there is also increasing complexity in the AO's IT environment. This complexity creates significant new challenges that can limit the ability to manage our environment. The Long-Range Plan for Information Technology in the Federal Judiciary provides an overview of the judiciary's information technology programs and describes key strategic priorities for the next three to five years. To manage this growing complexity as outlined in the plan a dedicated position would be required to focus on these challenges.

This position will reside in the Department of Technology Services.

**9. Office of Fair Employment Practices (1 position)**

**Requested Increase: \$93,000                      FTE: 0.5**

The Office of Fair Employment Practices is requesting an additional personnel support staff to assist with the increased support provided to the judicial branch. The incumbent would assist individual courts, as well as the AO, in providing valuable strategies to remove any identified barriers to employment, train human resource professionals and hiring managers on best practices for collecting demographic data, and expand training across the judiciary. This staffing increase would increase staffing strength in the office to approximately 8 FTE.

**10. Judicial Conference Secretariat (2 positions)**

**Requested Increase: \$185,000                      FTE: 1.0**

The Judicial Conference Secretariat is requesting two attorney advisor support staff to help offset the increased demands brought on by additional policy work for 25 committees along numerous subcommittees, peer advisory groups and working groups. This staffing increase would increase staffing strength in the office to approximately 9 FTE.

**11. Procurement Improvements (5 positions)**

**Requested Increase: \$488,000                      FTE: 2.5**

The AO seeks to continually improve its acquisitions and procurement functions. These positions will add critical new resources in the areas of policy development, training, certification, and oversight. Without these additional positions, the AO's Procurement Management Division will not be able to implement necessary procurement and acquisition reforms outlined in several internal and independent reviews. This staffing increase would increase staffing strength in the office to approximately 51 FTE.

**FINANCING THE FISCAL YEAR 2025 REQUEST**

***Estimated FY 2025 Fee Collections***

**Estimated Funds Available: \$8,637,000**

The judiciary has authority to collect fees for various services such as bankruptcy filing, civil filing, bankruptcy noticing, and registry administration. These fees are used to reimburse judiciary appropriations and are available without fiscal year limitation. The judiciary estimates that \$8.6 million of new fee collections will be available to offset the AO's FY 2025 budget request. The judiciary will continue to monitor filings and other collections throughout FY 2024 and will advise appropriations subcommittee staffs of any changes to these estimates.

***Estimated fee carryforward from FY 2024 into FY 2025***

**Estimated funds available: \$7,895,000**

In addition to receiving a portion of new fee collections, the AO account receives a portion of the fee balances carried over from prior years. This request reflects funds from existing carryforward balances in the judiciary fee accounts that the judiciary estimates will be available to offset the AO's FY 2025 budget request. The judiciary will advise appropriations subcommittee staffs of any changes to this estimate.

***Reimbursable Programs***

**Funds Available: \$181,875,000      FTE: 898**

**Requested Increase: \$11,939,000**

Beginning in 1990, Congress authorized reimbursable funds for the AO to carry out specific support functions for the courts. These functions include background checks/investigations, case management improvement, Central Violations Bureau, court automation, court financial administration, court financial systems, court investment services, court security, defender services audit and assessment, defender services training, Electronic Public Access services, the Federal Probation and Pretrial Services Training Academy, financial disclosure, judiciary benefits, and work measurement.

The FY 2025 request for the AO reimbursable programs includes funding for 898 FTE from the Salaries and

Expenses (700 FTE), Defender Services (60.5 FTE), and Court Security (29 FTE) appropriations under the Courts of Appeals, District Courts, and Other Judicial Services heading, as well as 108.6 FTE reimbursed from Electronic Public Access fees.

These positions are necessary to maintain a sufficient staffing level to fulfill core court and defender support responsibilities, oversee the court security program, and continue to develop, implement, and support automated systems and technologies in the courts. These systems include network and telephone systems; case management/electronic case files systems that support appellate, district, and bankruptcy courts and probation and pretrial services offices; and financial management systems that ensure sound financial practices and internal controls.

The FY 2025 obligation level requested for the AO's reimbursable program totals \$181,875,000, a net increase of \$11,939,000 from the projected FY 2024 obligation level of \$169,936,000.

Within the Defender Services account, the FY 2025 request includes \$316,000 for program increases (1.5 FTE) in the Program Operations Division to support program reviews, audit preparation, financial management, internal controls, procurement, and accountable officer liability.