

## **Defender Services Office Visiting Federal Defender Staff Program**

As part of the Exchange Program of the Administrative Office of the U.S. Courts (AO), the Defender Services Office (DSO) has a Visiting Federal Defender Staff program. Federal Defender staff may serve in the Training Division, the Legal and Policy Division, or the Program Operations Division on a six-month temporary duty basis. (The temporary duty assignment can be extended up to a period of one year upon written agreement of DSO, the federal defender, and the visiting staff person.) Applicants must obtain the approval of their federal defender prior to applying to the program. Upon the request of a federal defender, additional funding will be provided to that federal defender organization (FDO) to support the hiring of a temporary replacement for up to one year.

The DSO administers the federal appointed counsel program pursuant to the Criminal Justice Act (CJA) and serves as staff to the Judicial Conference's Committee on Defender Services, which oversees the CJA program.

**Training Division** Attorney Advisors' responsibilities include: planning, coordinating, preparing written materials for and serving as faculty at local, regional, and national training programs for CJA panel attorneys and FDOs; responding to telephone inquiries from CJA panel attorneys and federal defenders regarding all aspects of federal criminal defense representation; participating in the Division's Supreme Court Advocacy Program; and contributing to the Training Division's web site, [www.fd.org](http://www.fd.org).

**Legal and Policy Division** Attorney Advisors' responsibilities include: preparing policy papers and reports and collecting materials for consideration by the Director of the AO, the Committee on Defender Services, and the Defender Services Advisory Group on issues of national importance; advising defenders, judges, and court personnel about Defender Services program policies and procedures; and analyzing legal developments and legislation affecting the representation and the administration of the CJA.

**Program Operations Division** Budget Analysts, Management Analysts, and Attorney Advisors have responsibilities that include: developing policy and advising defenders on budget, work measurement, personnel, and other operational issues; designing and coordinating management and administrative training opportunities for defenders and administrative officers; conducting regular on-site assessments of federal defender offices and panel attorney programs; and preparing budgetary and operational data and policy reports for the Committee on Defender Services, the Defender Services Budget Subcommittee, and the Defender Services Advisory Group.

The temporary duty program is designed to benefit FDOs by enhancing their staffs' knowledge about the CJA's implementation, including training matters as well as other policy and procedural issues affecting CJA panel attorneys and FDOs. In addition, the program enhances communication and expands the working relationship between the DSO and the federal defender community.

Experienced federal defender staff with outstanding leadership and communication skills and the ability to work effectively with diverse groups of people are encouraged to apply. Selectees for this temporary duty assignment will continue to be employees of their respective FDOs, which will continue to pay all salary and benefits for the visiting staff person. However, while performing this temporary duty assignment, visiting staff will receive a stipend from the DSO for housing and subsistence in Washington, D.C. In addition, the DSO will provide for a certain number of round-trips to the visiting staff person's home district during the period of the temporary duty assignment.

To apply, submit an online application through the [Court/AO Exchange website](#). (Log in, click on TDY Assignments —> Available Assignments —> Visiting Federal Defender Staff —> Apply Now.) In addition, please contact the Chief of the Division in which you wish to perform your temporary duty assignment:

*Training Division:* Lori A. Green, Chief, (202) 502-2900, (202) 502-2911 (fax),  
[Lori.Green@ao.uscourts.gov](mailto:Lori.Green@ao.uscourts.gov)

*Legal and Policy Division:* Pamela Hamrin, Chief, (202) 502-3468, (202) 502-3099 (fax),  
[Pamela.Hamrin@ao.uscourts.gov](mailto:Pamela.Hamrin@ao.uscourts.gov)

*Program Operations Division:* Stephen Macartney, Chief, (202) 502-3049, (202) 502-3099 (fax),  
[stephen.macartney@ao.uscourts.gov](mailto:stephen.macartney@ao.uscourts.gov)