



U.S. Department of Justice

Executive Office for United States Trustees

20 Massachusetts Avenue, N.W.
Washington, D.C. 20530

June 26, 2006

MEMORANDUM

TO: United States Trustees
Assistant United States Trustees

FROM: Robert D. Miller, Jr. 
Acting Assistant Director for Review and Oversight

SUBJECT: Policy Modification on Chapter 13 Standing Trustee Training Not Sponsored by the United States Trustee

Last July, former Acting Assistant Director McDow distributed the Program's policy on standing trustee training. The policy was developed based on the work of the UST/NACTT Training Expense Committee which had been formed to review the budget approval procedures used by chapter 13 standing trustees to request funds for training, both for themselves and their staffs.

That policy allows for training expenses of up to 4.5 percent of the trustee's compensation amount, which is approximately \$7,700 for a trustee at maximum compensation, plus 2.0 percent of the standing trustee's "total salary expense." The total salary expense includes employee salaries, overtime, and bonuses, but not payroll taxes or benefits.

Based on comments from the trustees, the NACTT requested modifications to that policy, and the Training Expense Committee recently met to consider them. The issues raised and the policy modifications that have been made are set forth below.

- The NACTT voiced concern that elimination of the \$10,000 minimum training allowance adversely impacted smaller operations by not providing sufficient funding to meet their training needs.
- The Program has agreed to reinstate the \$10,000 minimum allowance.

- The NACTT requested a clarification of the level of detail required in the initial budget request for training needs.
- The standing trustee, as part of the initial budget submission, must provide a listing of the training planned for the year, including the type of training (legal, administrative, computer, etc.); the cost of the training, including estimates for tuition and any related travel expenses for each session; and the number of persons to be trained. A list of attendees is not required.

The United States Trustee may approve additional amounts for training above the 4.5/2.0 formula amount or the \$10,000 minimum upon appropriate justification from the standing trustee.

Please inform the chapter 13 standing trustees in your region of these modifications to the training policy. If you have any questions, feel free to call Martha Hallowell at 202-307-2829.

cc: EOUST Senior Staff
Standing Trustee Coordinators