



Dave Heineman  
Governor

STATE OF NEBRASKA

DEPARTMENT OF ADMINISTRATIVE SERVICES  
Carlos Castillo, Jr.  
Director

## MEMORANDUM

DATE: September 17, 2009

TO: All Agencies, Boards, and Commissions  
ATTN: Human Resources and Budget Administrators

FROM: Gerry A. Oligmueller, State Budget Administrator

SUBJECT: Workforce Actions Needed to Balance Budget

Beginning in FY 2008-09 many Nebraska state agencies, boards, and commissions anticipated a future consisting of tightened budgets and implemented specific workforce actions in order to align operating costs with restricted current, enacted, and proposed appropriations. Additional workforce actions may have been implemented in the current fiscal year or are being planned for implementation during the remainder of the 2009-2011 biennium in recognition of an ongoing tight budget environment.

I am asking state agencies, boards, and commissions to respond to a survey concerning implemented or currently planned workforce actions necessary to operate within the constraints of the adopted biennial budget.

The **Nebraska Budget Request and Reporting System (NBRRS)**, used by all state agencies, boards, and commissions to prepare 2009-2011 biennial budget requests will be used to collect and report the workforce action information. Instructions for completing the survey as well as the survey itself can be accessed through MyNebraska Portal at <https://my.ne.gov>.

Before your agency can begin preparing the survey response, it will be necessary to grant survey screen access to the appropriate persons. Please send your assigned Budget Analyst an email, with a copy to Betty Hladky, listing the names of individuals responsible for inputting your survey response in order to verify their ability to access NBRRS or to establish access to the survey screen. Survey instructions as well as step-by-step instructions to establish access to NBRRS or to reset a forgotten password can be found at [http://www.budget.state.ne.us/das\\_budget/bud/NBRRSInstructions.htm](http://www.budget.state.ne.us/das_budget/bud/NBRRSInstructions.htm).

Share this communication with staff responsible for the human resources and the budget functions within your agency. Close coordination between HR and Budget will be essential to construct a meaningful response to this survey. NBRRS will be available for the entering of survey responses through end-of-business on Friday, October 16.

Please contact your assigned Budget Analyst in the Administrative Services-Budget Division with any questions that you or those assigned to prepare a response may have concerning the survey.