



Dave Heineman
Governor

STATE OF NEBRASKA

DEPARTMENT OF ADMINISTRATIVE SERVICES
Gerry Oligmueller
Acting Director

MEMORANDUM

DATE: May 19, 2006
TO: All State Agencies, Boards and Commissions
FROM: Gerry A. Oligmueller, State Budget Administrator
RE: Budget Request Narrative Instructions for the 2007-2009 Biennium

The DAS - Budget Division's automated budget request system is now available for state agencies, boards, and commissions to begin preparation of their budget request for the 2007-2009 biennium.

The 2007-2009 biennial State budget process continues to emphasize development of budget requests within a strategic results-oriented process. To underscore the importance of the relationship between strategic planning and the development of an agency's budget request, we are releasing the budget request instructions in two phases.

Today, we are releasing phase I, the Operating Budget Request Narrative Instructions, which may be obtained in Adobe PDF format on the Budget Division website at http://www.budget.ne.gov/das_budget/bud/bprocess.htm. With this first phase, we are encouraging agencies to focus their attention during the early stages of the request development process on the agency and program narrative. Further, in order to foster a fresh assessment of agency strategic direction, we will not be copying the narrative sections forward from the 2005-2007 biennial requests. This will provide a "clean slate" upon which to present your agency's vision, mission, goals, program objectives and performance measures. It is also important to note that the budget request system provides the opportunity for agencies to provide as much text as is necessary to fully explain their programs and activities.

Agencies, boards, and commissions should complete this phase I narrative within the budget request system no later than July 31, 2006. At that time, Budget Division staff will begin their review of the narrative to make certain that it conforms to these instructions. This early review will facilitate a thoughtful refinement prior to the September 15, 2006 biennial budget request final deadline. We acknowledge that some components of your request narrative may not be in final form by July 31, 2006 due to decisions yet to be made concerning requested funding. We will address individual circumstances with agencies as necessary at that time.

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Phase II will include the complete and final Budget Request Preparation Instructions for the 2007-2009 Biennium. The final instructions will consist of a reprint of the operating request narrative instructions as well as preparation instructions for the operating budget request, capital construction/building renewal request, budget modification reports, information technology summary forms, report printing and final budget submission, and rates. The phase II instructions will be distributed prior to July 15, 2006.

As stated, the Budget Request System is now available. Agencies should go to the Budget Division website at http://www.budget.ne.gov/das_budget/bud/bprocess.htm to obtain instructions that will assist in the installation of the software necessary to connect to the Budget Request System via the Internet. We have once again arranged for the DAS-Information Technology Services (IT Services) Help Desk and Desktop Support team to be available to support agencies with the installation process. After stepping through the instructions a user will be able to determine whether their workstation is connected to the state backbone network. If an agency does not have a connection to the state backbone network, access to the system will also require a Virtual Private Network (VPN) account with IT Services. The Help Desk phone numbers are listed in the instructions.

Please contact your assigned DAS-Budget Division budget analyst if you have any questions.