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**ALL AGENCY MEMORANDUM #2010-15**

March 16, 2010

**TO:** All Agencies

**FROM:** Andrew K. Clinger, Director  
Department of Administration

**SUBJECT:** BUDGET OFFICE PROCEDURES FOR JUSTIFICATION TO FILL  
REQUESTS

As a follow-up to All Agency Memorandum #2010-11 and the Governor's February 11, 2010 Emergency Budget Action directive, this memo will provide additional information with regards to how the Justification to Fill (JTF) process will be handled within the Budget Office. Also included is an attachment of general assumptions for agencies to follow when preparing a JTF form and submitting a request.

The hiring freeze declared by the Governor last month remains in place and a JTF should only be used if a department director determines filling the position is critical to the operation of state government.

When the Department of Personnel receives the JTF form via an e-mail from a department director, Department of Personnel will review and then forward the e-mail with the attached JTF form to the Budget Office. Budget Office staff will review the JTF form to ensure it meets the critical position criteria as outlined in All Agency Memorandum #2010-11.


If the JTF is approved at the Budget Office level, Budget Office staff will complete the Budget Analyst Approval contact section of the form and forward to the Governor's Office via the original e-mail from the agency director. The Governor's Office will review the JTF and make a final determination. If approved, the Governor's Office will complete the Governor's Office Approval section of the form and forward it to the agency director via the original e-mail and copy the Department of Personnel and the Budget Office. If denied, the Governor's Office Approval section of the form will be left blank and the form will be forwarded to the agency director via the original e-mail with a copy to the Department of Personnel and the Budget Office.

If the JTF is denied at the Budget Office level, the Director of the Department of Administration will forward the original e-mail and attached JTF form to the department director with a copy to the Department of Personnel. The e-mail will explain the reason for denial and the appeals process. If the department director wishes to appeal the denial, the instructions specified in the e-mail should be followed as they will differ from the normal JTF request process.

Given the layers of approval required for this process, agencies should be mindful of potential delays and plan accordingly when submitting JTF requests. Please contact your assigned budget analyst if you have any questions.

This memorandum, and any attachment(s) and all other All Agency Memorandums issued by the Director of the Department of Administration, is posted on the Budget and Planning Division's website at <http://budget.state.nv.us/> under the memos link.

Thank you.

A handwritten signature in black ink, appearing to read 'A. Clinger', is written over a horizontal line.

Andrew K. Clinger, Director