



**DEPARTMENT OF ADMINISTRATION**

**209 E. Musser Street, Room 200  
Carson City, Nevada 89701-4298  
(775) 684-0222  
Fax (775) 684-0260  
<http://www.budget.state.nv.us/>**

**ALL AGENCY MEMORANDUM #2009-26**

August 24, 2009

**TO:** All Agencies

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

**SUBJECT:** ONLINE TRAINING COURSE AVAILABLE – NEW RELEASE

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The Department of Administration is proud to announce the availability of a new online course, "**Procedures for Closing Document.**" This is the first course from the Budget Division added to the growing list of online classes available on the Department of Personnel's website. This course is a tutorial for the completion of the Closing Document Form (RSW053R) sent to the agencies by the Controller's Office and includes a discussion on additional documents necessary for some submissions.

There is no test for this course since it was developed as guidance and general information for fiscal staff familiar with this once a year process. This is not intended for individuals who have never completed a Closing Document Form. Included at the end of the tutorial is a Course Evaluation. We hope you take the time to complete the evaluation as the feedback will aid in future courses.

**How to Enroll and Complete DOP Online Courses**

1. Direct your browser to the Department of Personnel (DOP) home page (<http://www.dop.nv.gov/>).
2. Click on the link "**Online Training – State Employees Only**" (right side of page) to direct your browser to the DOP e-Learning home page (<http://kaizen.dop-ad.state.nv.us/>).

3. Select the red link titled "*Instructions for Open Enrollment Courses*" located under the Main Menu heading (top-right side of page).

4. Read and follow the instructions carefully.

**NOTE:** If you are unable to complete the course in one session, you can log off and return later. You can revisit the course as many times as you need.

**Questions or Problems**

If you experience any difficulties or have questions, email [e-learn@budget.state.nv.us](mailto:e-learn@budget.state.nv.us) or call one of the Budget Office training team members below.

Nikki Hovden  
(775) 684-0227

Janet Murphy  
(775) 684-0203

Please distribute this memo to all appropriate employees in your agency.

Thank you.

  
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Andrew K. Clinger, Director