

Joe Lombardo
Governor



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Deputy Director

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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR #31-25

August 22, 2025

TO: Directors
Deputy Directors
Department/Division Human Resources Staff

FROM: Division of Human Resource Management

SUBJECT: State Administrative Manual - Acknowledgement of Receipt

The Division of Human Resource Management (DHRM) will be requiring all employees to complete an acknowledgement of receipt for the State Administrative Manual (SAM). An all employees email will be sent out with the SAM and containing a link to an MS Form for employees to submit their acknowledgement by September 5, 2025.

Following the initial deadline, DHRM will send a report to each department identifying which employees have completed the acknowledgement. At that time, we will ask each department to review, have the outstanding employees complete the acknowledgement in the online MS Form and provide confirmation of compliance to DHRM by September 26, 2025.

If you have any questions or difficulties with the MS Form, please contact Carrie Hughes at (775) 684-0111 or by email at cphughes@admin.nv.gov.