

# INTERNAL CONTROLS COMMUNIQUÉ

Div. of Military & Naval  
Affairs

Internal Control  
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This newsletter provides excerpts from Executive Order No. 7 that was issued on June 18, 2008 entitled “**Prohibition Against Personal Use of State Property and Campaign Contributions to the Governor.**”

## **Prohibition Against the Personal Use of State Property**

State supplies, equipment, computers, personnel and other resources may not be utilized for non-governmental purposes, including for personal purposes or for outside activities of any kind. This prohibition includes but is not limited to the following:

- a. Official stationery may not be used for non-governmental purposes, nor may State government resources be used to mail personal correspondence. The designation “personal” on agency stationery means only that the contents are meant for the personal viewing of the addressee and not that the sender is acting unofficially. All letters and other written materials printed on such official stationery are considered official, and thus the designation “unofficial” has no meaning and may not be used.
- b. Under no circumstances may State mail, postage, internal office mail, or inter-city couriers be used for non-governmental purposes.
- c. State telephones may not be used for non-governmental long-distance calls, except for toll-free calls, collect calls, and calls billed to a personal telephone number. State telephones may be used for incidental and necessary personal local calls that are of limited number and duration and do not conflict with the proper exercise of the duties of the State employee.
- d. State computers shall be used only for official business, except that state computers may be used for incidental and necessary personal purposes, such as sending personal electronic mail messages, provided that such use is in a limited amount of duration and does not conflict with the proper exercise of the duties of the State employee.
- e. State vehicles shall be used only for official business or incidental personal use associated with official business away from an employee’s official work station.

## **Prohibition Against Campaign Contributions to the Governor**

No state agency officer or employee who serves at the pleasure of the Governor or their appointing authority...may make or offer to make any monetary contribution to the campaign of the Governor, or to any political campaign committee organized by or for the specific benefit of the Governor.

**INTERNAL CONTROL TRAINING.** This year all employees will be required to take a self-study Internal Control course on-line through NYS-Learn offered by the Governor’s Office of Employee Relations. DMNA’s Human Resources Training staff will be coordinating the training for all employees this summer. There will be two modules, one for line-staff and the other for supervisors and managers. Stay tuned for further information!

✦ **EVERYONE** is responsible for internal controls! ✦

Check out the **DMNA Employee** tab on the **DMNA website** [www.dmna.state.ny.us/state](http://www.dmna.state.ny.us/state)