



STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
330 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110-3514

ANDREW M. CUOMO
GOVERNOR
COMMANDER IN CHIEF

PATRICK A. MURPHY
MAJOR GENERAL
THE ADJUTANT GENERAL

S: 2 September 2014

MNHS and MNAG-IC

4 August 2014

MEMORANDUM FOR All DMNA State Employees

SUBJECT: HUMAN RESOURCES BULLETIN 2014-05: Annual Policy Review
Acknowledgement Form and Mandatory Training

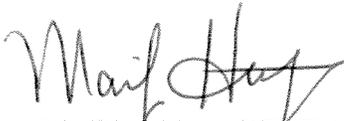
1. The Division of Military and Naval Affairs (DMNA) Regulation 11-7, State Internal Control Program, requires annual acknowledgement by state employees that they have read and understand certain DMNA policies.
2. The policies include The Adjutant General (TAG) policy memorandums as well as other regulations, policies and laws outlined on the attached Policy Review Acknowledgement Form, DMNA Form 600-11.
3. Employees reviewing the Policy Review Acknowledgement Form online will have a direct link to each policy, regulation or law listed. Employees without access to a computer must see their supervisor who will make accommodations for them to review the information.
4. After review of all policies, regulations or laws listed, state employees must sign DMNA Form 600-11.
5. All state employees must submit completed DMNA Form 600-11 to the State Human Resources Office (MNHS) by close of business (COB) 2 September 2014. Submissions should be emailed to Tina Lehning at tina.lehning.nfg@mail.mil, or Laurie Romer at laurie.m.romer.nfg@mail.mil, or mailed to New York State Division of Military and Naval Affairs, State Human Resources Office, Attn: Tina Lehning, MNHS – 4th Floor, 330 Old Niskayuna Road, Latham, New York 12110.
6. Submission of completed DMNA Form 600-11 is mandatory. Failure to submit the signed acknowledgement form by COB 2 September 2014 may result in a personnel action.
7. Questions regarding the Policy Review Acknowledgement Form may be directed to Internal Control Officer, Dan Colvin, at (518) 786-6042 or via email at daniel.f.colvin2.nfg@mail.mil.

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8. Many of the policies outlined on the Policy Review Acknowledgement Form also require mandatory training for state employees as well as managers and supervisors of state employees.
9. MNHS will issue training schedules and completion requirements for each required training session under separate notification to all managers, supervisors and impacted employees throughout each calendar year.
10. Any questions pertaining to training requirements may be directed to Tina Lehning at (518) 786-4715/DSN: 489-4715 or tina.lehning.nfg@mail.mil.
11. Employees requiring assistance in accomplishing this requirement may contact Mrs. Tina Lehning at (518) 786-4715.
12. This information can also be found on the DMNA website at <http://dmna.ny.gov>.

FOR THE ADJUTANT GENERAL:



MARILYN HARTLEY
Director, Human Resources
Management



DANIEL COLVIN
Internal Control Officer

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