



STATE OF NEW YORK
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PATRICK A. MURPHY
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THE ADJUTANT GENERAL

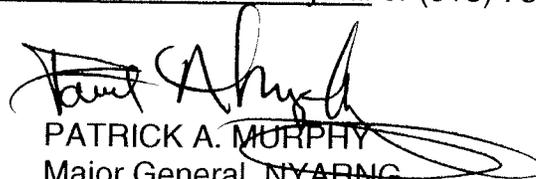
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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: State Internal Control Program (ICP) – Tone At The Top

1. As the Adjutant General, I am strongly committed to the ICP at the Division of Military and Naval Affairs (DMNA). The ICP provides a high level of assurance that DMNA will achieve its State mission, reach its objectives, and mitigate potential risks in the organization. Therefore, it is essential that all employees support the ICP.
2. All agency personnel are responsible to ensure that our work environment is safe and resources are used to their fullest potential. During this time of severe resource constraints, whether fiscal or with personnel, it is important to perform our duties efficiently and effectively. Employees can utilize the ICP to review their processes in order to reduce inefficiencies in their program areas.
3. Internal controls are about making sure the right tasks are being done by the right people working together to provide reasonable assurance that we will achieve DMNA's mission. I expect all managers to lead by example by possessing ethical values and integrity. Everyone can demonstrate their commitment to these values by having a supportive attitude toward the checks and balances in your work environment.
4. Please contact DMNA's Internal Control Officer, Ms. Jennifer Winters, with any questions about the State ICP at jennifer.winters1@us.army.mil or (518) 786-4673.


PATRICK A. MURPHY
Major General, NYARNG
The Adjutant General

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