



STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
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COMMANDER IN CHIEF

PATRICK A. MURPHY
MAJOR GENERAL
THE ADJUTANT GENERAL

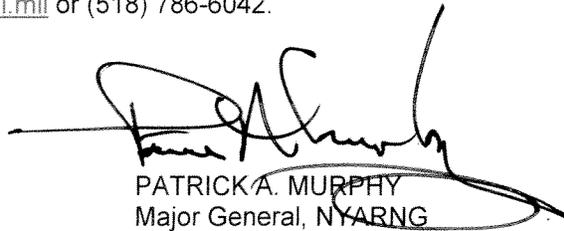
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27 NOV 2013

MEMORANDUM FOR SEE DISTRIBUTION

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

1. As the Adjutant General, I am committed to the ICP at the Division of Military and Naval Affairs (DMNA). DMNA's ICP aides us in achieving our State core missions, which is to maintain and provide military forces in support of our communities, civil authorities, National emergencies and war. I expect that all employees adhere to the internal control requirements to accomplish our mission.
2. I expect that managers and supervisors lead by example and demonstrate proper procedures and ethical behavior to their employees. We are all responsible for ensuring our work environment is safe and resources are used effectively. The ICP is people dependent and will succeed when everyone demonstrates their commitment to the program. You can show your commitment to internal controls by; performing your job properly, establishing and following written procedures, conserving resources and safeguarding our assets. Employees and managers should ensure the review of their program areas include changes, such as, a new information system or shared services. Adjustments to policies and procedures should be made accordingly to reflect the changed operating environment.
3. Employees should utilize the ICP to review established processes to reduce inefficiencies and streamline activities. I expect managers to ensure our core mission duties are carried out in an effective manner within the resources allocated to their program. Everyone can demonstrate their commitment to the ICP by showing their supportive attitude toward the checks and balances in our work environment. The ICP is a priority for the agency and I expect that you fully cooperate in this effort. You can help to improve DMNA's efficiencies by reporting any problems or breakdowns in internal controls to your supervisor.
4. Please contact DMNA's Internal Control Officer, Mr. Daniel Colvin, with any questions about the State ICP or if you have any ideas as to how you think we can help to improve the internal control environment at DMNA, at daniel.f.colvin2.nfg@mail.mil or (518) 786-6042.



PATRICK A. MURPHY
Major General, NYARNG
The Adjutant General

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