



STATE OF NEW YORK
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THE ADJUTANT GENERAL

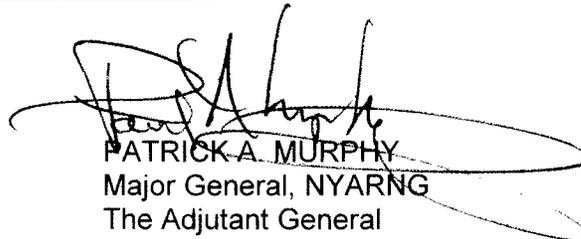
MNAG-TAG

12 DEC 2011

MEMORANDUM FOR SEE DISTRIBUTION

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

1. As the Adjutant General, I remain firmly committed to the ICP at the Division of Military and Naval Affairs (DMNA). The ICP provides reasonable assurance that DMNA will achieve its State mission, reach its objectives, and mitigate potential risks in the organization. Therefore, it is imperative that all employees continue to support the program within DMNA.
2. I expect that managers and supervisors set the example for their employees by acting with ethical behavior and possessing professional and personal integrity. The ICP is people dependent and will succeed when everyone demonstrates their commitment to the program. Internal controls are about making sure the right tasks are being done by the right people working together to provide a high level of assurance that we will achieve DMNA's mission.
3. Employees should utilize the ICP to review established processes to reduce inefficiencies, streamline activities, and increase effectiveness. 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.
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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