



Military and Naval Affairs

ANDREW M. CUOMO
Governor
Commander-in-Chief

RAYMOND F. SHIELDS, JR.
Major General
The Adjutant General

MNAG-TAG

27 JUL 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: State Internal Control Program (ICP) - The Adjutant General's Vision and Guidance

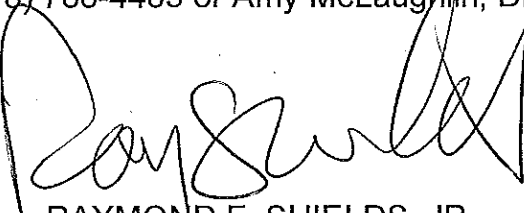
1. As a governmental agency, we spend money and use resources provided by taxpayers; therefore, we must ensure that everything we do is necessary and provides a benefit to the taxpayers of the State and Nation. Fiscal stewardship is critical to retaining the trust and confidence of the citizens and elected officials. In order to ensure we are excellent stewards of fiscal resources (money, people, and facilities) and government property, we have an ICP. Internal controls provide us with a method to check our programs and processes to help ensure we are using taxpayer funds and resources appropriately. To strengthen the existing ICP, an Internal Audit Department has been staffed and it will provide independent assurances that the internal controls are effective and working as intended.
2. I expect managers and supervisors to 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 will 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

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environment. The ICP is a priority for the agency and I expect you to fully cooperate in this effort. You can help to improve the Division of Military and Naval Affairs' (DMNA) efficiencies by reporting any problems or breakdowns in internal controls to your supervisor or the Office of The Adjutant General.

4. If you have questions about the State ICP or if you have any ideas as to how you think we can help improve the internal control environment at DMNA, please contact Jessica H. Edrington, Internal Control Officer at jessica.h.edrington.nfg@mail.mil or (518) 786-4483 or Amy McLaughlin, Director, Internal Audit at (518) 786-6183



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