



## Military and Naval Affairs

KATHY HOCHUL  
Governor  
Commander-in-Chief

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

4 JAN 2022

MNAG-TAG

MEMORANDUM FOR SEE DISTRIBUTION

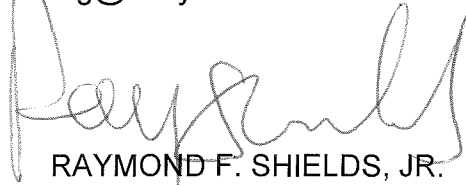
SUBJECT: State Internal Control Program (ICP) – The Adjutant General’s Vision and Guidance

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 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.

MNAG-TAG

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

4. If you have questions about the State ICP or have ideas as to how you think we can improve the internal control environment at DMNA, please contact Jessica H. Edrington, Internal Control Officer, at [Jessica.h.edrington.nfg@army.mil](mailto:Jessica.h.edrington.nfg@army.mil) or 518-786-4483 or questions about the state internal audit function, please contact Amy McLaughlin, Director, Internal Audit, at [amy.mclaughlin3.nfg@army.mil](mailto:amy.mclaughlin3.nfg@army.mil) or 518-786-6183.



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

DISTRIBUTION:

AA, BB, C, D, E

F1-F8