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| **DIVISION OF MILITARY AND NAVAL AFFAIRS** |
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| EMPLOYEES’ STATEMENT ON INTERNAL CONTROL |
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| The Internal Control Program at DMNA ensures our resources are used in an effective and efficient manner. It also provides reasonable assurance that we achieve our mission. All levels of employees, from entry level up to The Adjutant General, are required to comply with the Internal Control Program. When DMNA employees support this program it can prevent errors, fraud, waste, abuse or mismanagement of our resources. The Internal Control Program is easy to comply with when employees are of good moral character, are competent, possess integrity and have sound ethical values. |
| 1. I am aware that the agency’s Internal Control Program is outlined in DMNA Reg 11-7 – State Internal Control Program. |
| 2. As the Internal Control Program is people dependent, I understand that everyone is responsible for complying with internal controls. |
| 3. I will do my part to identify and bring attention to appropriate management of any fraud, waste, abuse or mismanagement of resources within my work area. |
| 4. I will complete internal control training within the first six (6) months of employment at DMNA. Thereafter, I will take internal control training every two years. |
| 5. If I am in need of additional training, I will notify my supervisor and request training appropriate for my level. |
| Signature: Name (printed) |  Date: |
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| *DMNA Form Letter 11. 8 Mar 11.* |  |  |