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| **INTERNAL CONTROLS NEWSLETTER** | | |
| DIVISION OF MILITARY & NAVAL AFFAIRS | Internal Control MNAG-IC | Issue 2013-1 |

**Introduction**:

For those of you I have not yet met, I am the new Internal Control Officer for the Division of Military and Naval Affairs. On a quarterly basis, I will be sending out a newsletter with updates on both DMNA internal controls and pertinent information in the world of Internal Controls.

**What are Internal Controls?**

Internal Control is the integration of activities, plans, attitudes, policies and efforts of the people of an organization working together to provide assurance that the organization will achieve its objectives and missions.

So what does that really mean? It means that internal controls are a set of procedures and instructions that should be followed so that tasks can be performed efficiently and effectively. Internal Controls are also the steps an organization takes to safeguard their assets, to ensure records are accurate and operations comply with applicable laws and regulations. Finally, internal controls are basic management practices that cover administrative, fiscal and program activities.

**Basic Examples of Internal Controls:**

* Security cards to allow only appropriate personnel access to certain areas
* CAC cards to only allow appropriate personnel access to DMNA’s computer system
* Use of a password to access SFS
* Review and approval of purchase orders
* Supervisor sign-offs as reviewer of timesheets



**Training:**

Starting in October, 2013, MNAG-IC and MNHS will be coordinating a required self-study on Internal Control through NYS-Learn offered by the Governor’s Office of Employee Relations. There are two separate modules, one for line-staff and another for supervisors and managers. Individuals will be informed as to which module they should be taking.

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