

# INTERNAL CONTROLS COMMUNIQUÉ

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Internal Control  
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Topics discussed in this newsletter are often overlooked or forgotten when things get busy and are frequently moved to the bottom of the "To Do" list. This is a reminder that no matter how busy we are in our daily duties, these topics are important to achieve success in our work environment.

**Attendance Record.** As an employee it is your responsibility to accurately record your daily attendance status (time worked, leave, overtime, etc.) on your time sheet. As a supervisor, your signature on the timesheet means that you verified the accuracy of your employees' attendance record.

**Performance Evaluations.** Are you up to date with your employees' performance evaluations? As a supervisor it is your responsibility to conduct annual performance evaluations on your employees. As an employee you should encourage your supervisor to conduct an annual performance evaluation. Ensure current performance evaluations are filed with the Human Resources Office.

**Identification Cards.** Is your identification card about to expire? Plan ahead of time and don't wait for the last minute to update your identification card and common access card (CAC). For non-airbase employees, contact Human Resources before going to obtain a new CAC. Airbase employees contact Security Police at your base.

**Personnel Actions.** Have you had any personal changes in your life? Don't forget to update your information with Human Resources. This includes changes to your address, telephone number, marital status and dependents.

Also, remember to update your beneficiaries for your death benefit payout, pension and deferred compensation with the retirement system.



**Contact State Human Resources Office at 518.786.4830  
or reference DMNA Reg 690-1 for more information on  
these topics.**

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