

# INTERNAL CONTROLS COMMUNIQUÉ

**Div. of Military & Naval  
Affairs**

**Internal Control  
MNAG-IC**

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In this newsletter you will find information on internal controls during an emergency, internal control training, the internal control website, and The Adjutant General Policy Letters.

## **The Adjutant General (TAG) Policy Letters**

Many of you are probably aware that TAG Policy Letters were updated in June and Sep 2011. The Policy Letters were sent through normal distribution channels. Supervisors, please ensure widest dissemination of these Policy Letters to all State employees. All TAG Policy Letters can be found under the tab "[The Adjutant General](#)" on the DMNA website.

## **State Internal Control Website**

As you probably noticed from the link, I have created a website to post general information on the State Internal Control Program. This and all future newsletters and information on the Internal Control program can be found at the [DMNA website](#). Also note that if you have missed any previously issued newsletters you can find them posted there as well.

## **Internal Control Training**

The internal control training will be officially rolled out in the Fall of 2011. The training was pushed back due to the implementation of the new Statewide Learning Management System (SLMS) by the Governor's Office of Employee Relations.

Please stay tuned for more information to follow by the State Human Resources Office on internal control training. When we accomplish this training during this State fiscal year will have a great success to report in the annual internal control certification to the NYS Division of Budget.

## **Internal Controls During an Emergency**

In response to the two natural disasters that occurred in August and September, our Military Forces were activated by Governor Cuomo. Many agency civilian personnel worked long hours to support this activation. Much of the success of the activation was credited to the Concept of Operation Plan (CONPLAN). Planning and disaster preparedness is accomplished ahead of time to allow everyone to properly execute our core mission duties during an emergency response.

Here are some suggestions to keep in mind during emergent situations:

- Follow established procedures, including the CONPLAN and EXORDs.
- Don't "throw out the books" just because there is an emergent need for our services.
- Make note during the activation of items that may need to be modified to provide better services during the next activation.
- After the activation, update the disaster response plans as necessary from lessons learned during the activation.

**✂ EVERYONE is responsible for internal controls! ✂**