



State of New Jersey

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NEW JERSEY 08625-0340



JAMES E. MCGREEVEY
Governor
Commander-in-Chief

GLENN K. RIETH
Brigadier General
The Adjutant General

TAG POLICY LETTER 02-5

9 May 2002

INTERNAL CONTROLS

1. TAG Policy Letter 02-3, dated 15 March 2002, is hereby rescinded.
2. As The Adjutant General of the New Jersey Department of Military and Veterans Affairs, I am ultimately responsible and accountable to the citizens of New Jersey for the operation and management of the Department in all its aspects.
3. I call your attention to the Department of Treasury's Annual Internal Control Assessment Process FY 2002 Instruction Materials and Circular Letter 98-02, dated 1 July 1997.
4. The Adjutant General, as the Commissioner of the Department, also has an obligation to assure that the establishment and monitoring of the NJ State Internal Accounting and Administrative Control Systems are in compliance with the standard policies of the Governor and as promulgated by the Office of Management and Budget. As public managers and employees of this Department, I charge you with this same obligation within the realm of your responsibilities.
5. The Department Internal Control Officer (ICO) is Colonel (Ret) Michael B. Smith. The ICO shall be responsible to: (1) coordinate the Department's Annual Report, (2) assist departmental personnel in Internal Control Processes, (3) ensure training is provided to departmental personnel, and (4) maintain a department manual encompassing Guidelines for our Internal Control Systems.
6. The following appointments have been made and notifications submitted in writing to the ICO.
 - a. The Deputy Commissioner for Veterans Affairs and Joint Chief of Staff have appointed an Internal Control Liaison for their offices.
 - b. Each State Division Director has appointed an Internal Control Coordinator.

(JcofS)

GLENN K. RIETH
Brigadier General, NJARNG
The Adjutant General

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