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UNITED STATES GENERAL ACCOUNTING OFFICE
WASHINGTON REGIONAL OFFICE
FIFTH FLOOR
803 WEST BROAD STREET
FALLS CHURCH, VIRGINIA 22046



DEC 8 1970

Dear Dr. White:

We have made an audit of the payroll and leave records of selected employees of the National Oceanic and Atmospheric Administration, formerly the Environmental Science Services Administration, through January 10, 1970. Our audit included an examination and verification of payroll, leave, and personnel matters for selected pay periods, a limited amount of additional testing for specific types of transactions, and an evaluation of payroll and leave procedures, controls, and administration.

We found that the administration of payroll, leave, and related functions was performed in a generally satisfactory manner. Certain minor deficiencies which we noted during our review were discussed with members of your staff, who informed us that corrective action has been taken or is planned.

The records of payroll and leave through January 10, 1970, may be transmitted to the Federal Records Center for storage in accordance with your approved records retention and disposal program.

We wish to acknowledge the courtesies and cooperation extended to our representatives during the review.

Copies of this letter are being sent to the Assistant Secretary for Administration, the Assistant Secretary for Science and Technology, and the Director, Office of Audits, Department of Commerce.

Sincerely yours,

D. L. Scantlebury
Regional Manager

Dr. Robert M. White
Acting Administrator
National Oceanic and
Atmospheric Administration
Department of Commerce
Rockville, Maryland 20852

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