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UNITED STATES GENERAL ACCOUNTING OFFICE  
REGIONAL OFFICE  
2006 WASHINGTON BOULEVARD BUILDING  
234 STATE STREET  
DETROIT, MICHIGAN 48226

093475

NOV 12 1973



Commanding Officer  
U.S.S. Shasta (AE-33)  
FFO San Francisco

Dear Sir:

As part of our continuing review of the Navy's financial management system, we examined selected transactions in the accounts of the U.S.S. Shasta for the 6 months ended June 30, 1973. Of the 275 records we examined, 60 had errors -- resulting in overpayments, underpayments and incorrect leave balances. The errors are summarized in the appendix.

Our findings indicate a need for more proficiency in preparing and paying military travel claims. Over 56 percent of the errors involved travel. The most common are discussed below.

- Meal deductions were made incorrectly -- primarily from the \$8 per diem rate for periods while en route to overseas destinations. See paragraph M4254-2, JTR.
- Payments were not limited to the cost of constructive travel as required by paragraph M4204-3, JTR.

The most predominant pay record errors involved duplicate credits of leave rations, totals of cash and check payments, and leave accounting.

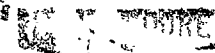
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We were unable to pinpoint responsibility or determine specific causes of the errors since our review was limited to records at the Navy Finance Center, Cleveland. However, we believe travel voucher errors could be substantially reduced if disbursing personnel became more familiar with the Joint Travel Regulations and are more careful in performing routine tasks. The other errors could be minimized by adequate verification and supervisory reviews.

We are bringing this information to your attention so you can take action to preclude future errors. We would appreciate your comments on the causes and actions taken. To assist you, we are enclosing information copies of internal inquiries. Please let us know if you need additional information.

Sincerely yours,



C. H. Moore  
Regional Manager

Enclosures - 2

Appendix

Copies of internal inquiries (12)

cc: Comptroller of the Navy (NCP-5)  
Comptroller of the Navy (NCP-4)  
Commanding Officer, Navy Finance Center, Cleveland  
Commanding Officer, Navy Regional Finance Center,  
San Francisco  
Director, Naval Area Audit Service, San Francisco

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U. S. GENERAL ACCOUNTING OFFICE  
DETROIT REGIONAL OFFICE

U.S.S. SHASTA (AH-35)  
JANUARY 1 THROUGH JUNE 30, 1973

EXTENT OF ERRORS

| <u>TYPE OF RECORD</u>    | <u>TOTAL REVIEWED</u> | <u>ERRORS</u> | <u>RECORDS WITH ERRORS</u> |                |
|--------------------------|-----------------------|---------------|----------------------------|----------------|
|                          |                       |               | <u>Number</u>              | <u>Percent</u> |
| Military travel vouchers | 150                   | 75            | 45                         | 45             |
| Miscellaneous vouchers   | 32                    | 32            | 5                          | 16             |
| Military pay records     | 332                   | 166           | 21                         | 13             |
| Totals                   | 514                   | 273           | 69                         | 22             |

SUMMARY OF ERRORS

| <u>TYPE OF ERROR</u>   | <u>NUMBER</u> | <u>OVERPAYMENT</u> | <u>UNDERPAYMENT</u> |
|--|---------------|--------------------|---------------------|
| <u>MILITARY TRAVEL VOUCHERS</u>                              |               |                    |                     |
| <u>Per Diem</u>  |               |                    |                     |
| Meals-deductions   | 19            | \$154.00           |                     |
| Constructive travel  | 10            | 89.00              |                     |
| Not paid while enroute between stations or on temporary duty | 5             |                    | \$ 93.50            |
| Not entitled - on leave or in mileage status                 | 3             | 80.00              |                     |
| Wrong rate   | 2             | 21.00              |                     |
| <u>Mileage</u>   |               |                    |                     |
| Wrong port   | 2             | 39.84              |                     |
| Incorrect distance   | 1             | 1.76               |                     |
| Not paid   | 1             |                    | 24.60               |
| Subtotal   | 43            | \$302.48           | \$118.71            |

| <u>TYPE OF ERROR</u>                      | <u>NUMBER</u>  | <u>OVERPAYMENT</u> | <u>UNDERPAYMENT</u> |
|---|----------------|--------------------|---------------------|
| <u>MISCELLANEOUS VOUCHERS</u>             |                |                    |                     |
| <u>Rations Computed to a Private Mess</u> |                |                    |                     |
| Wrong rate                                | 1              | \$ 60.61           |                     |
| Computation                               | 1              | 5.30               | \$ 11.55            |
| On leave or shore patrol                  | 2              | 24.96              |                     |
| Subtotal                                  | 4              | \$ 90.87           | \$ 11.55            |
| <u>MILITARY PAY RECORDS</u>               |                |                    |                     |
| <u>Pay and Allowances</u>                 |                |                    |                     |
| Leave rations-duplicate credit            | 6              | \$ 86.50           |                     |
| Total cash/check payments - computation   | 4              | 5.00               | \$ 58.00            |
| Duplicate refund - renitted indebtedness  | 1              | 228.00             |                     |
| Sea duty pay - erroneous checkage         | 1              |                    | 5.00                |
| Computed rations - computation            | 1 <sup>a</sup> |                    | \$ 11.50            |
| Subtotal                                  | 13             | \$319.50           | \$ 72.50            |
| Total monetary errors                     | 62             | \$800.65           | \$202.26            |

OVERSTATED                      UNDERSTATED

Leave Accounting

|                               |    |             |         |
|-------------------------------|----|-------------|---------|
| Balances computed incorrectly | 14 | 42 1/2 days | 74 days |
| Total all errors              | 76 |             |         |

<sup>a</sup> Error made by another disbursing officer

