



093875

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



MAR 12 1973

Captain G. K. Gregory, Jr.  
Commanding Officer  
U. S. Naval Air Station  
Memphis, Millington, Tennessee

Dear Captain Gregory:

As part of our continuous evaluation of the Navy's financial management system, we centrally audit selected transactions in the disbursing officers' accounts. Your disbursing officer's accounts were selected for such an audit. We examined 185 military pay records closed June 30, 1972, and 347 travel and miscellaneous vouchers paid in August 1972. We found 50 errors -- 47 monetary and three leave accounting. These are summarized in the appendix.

Neither the errors nor the error rate were significant for the military pay transactions we examined. However, we did find some problems in travel payments. The most common types of travel errors involve:

- Failure to make proper deductions for meals.
- Use of incorrect per diem rates.
- Failure to pay per diem for travel between stations.
- Use of incorrect distances to compute travel allowances.

Because we could not determine causes of these errors with the limited information at the Navy Finance Center, Cleveland, we visited your station in December 1972. Our

HZG:RZ

093875

inquiries and discussions with you and your disbursing office personnel disclosed several causes:

- Revisions to travel regulations were overlooked.
- The current Official Table of Distances was not received on time.
- Clerks made mistakes when preparing some of the vouchers.
- Supervisory reviews were inadequate.

Your disbursing officer advised us he would try to minimize errors in travel payments by, (1) holding periodic refresher courses on travel regulations; (2) disseminating information pertaining to changes in travel entitlements; and (3) strengthening supervisory and internal reviews. These measures should keep to a minimum the number of improper payments and improve your disbursing operation.

Since we discussed our findings with you during our visit, we are not requesting any additional response from you. For information purposes we have enclosed copies of informal inquiries as examples of the more significant errors we found.

We appreciate the cooperation and assistance provided our auditors during this review. Please let us know if you have any questions or need additional information.

Sincerely yours,

C. H. MOORE

C. H. Moore  
Regional Manager

Enclosures -- 2  
Appendix  
Copies of informal inquiries (8)

cc: Comptroller of the Navy  
Director, Navy Military Pay System  
Commanding Officer, Navy Finance Center, Cleveland  
Commanding Officer, Navy Regional Finance Center, Norfolk  
Commanding Officer, Navy Regional Finance Center,  
Great Lakes  
Director, Naval Area Audit Service, Norfolk

U. S. GENERAL ACCOUNTING OFFICE  
DETROIT REGIONAL OFFICE

U. S. NAS, MEMPHIS, TENNESSEE

EXTENT OF ERRORS

TYPE OF RECORD	TOTAL	REVIEWED	ERRORS	RECORDS WITH ERRORS	
				Number	Percent
Travel vouchers	1,863	322	45	36	11
Military pay records	7,789	185	5	5	3
Miscellaneous vouchers	25	25	0	0	-
Totals	<u>9,677</u>	<u>532</u>	<u>50</u>	<u>41</u>	<u>8</u>

SUMMARY OF ERRORS

TYPE OF ERROR	NUMBER	OVERPAYMENT	UNDERPAYMENT
<u>TRAVEL VOUCHERS</u>			
<u>Per Diem</u>			
Meals - deductions	15	\$ 60.53	
Wrong rate <sup>a</sup>	9	71.07	\$ 12.90
Not paid while en route between stations	3		31.50
Constructive travel	2	6.42	
Not entitled - permanent duty station	1	98.00	
Not entitled - group travel (furnished T/E and meal ticket)	1	12.50	
Not entitled - mileage status	1	6.25	
<u>Mileage</u>			
Not paid to and from temporary duty station	2		111.90
Incorrect distance	1	7.80	
<u>Other</u>			
Not entitled to constructive cost of transportation in- stead of mileage for travel by POV between stations	1	70.12	
Not authorized reimbursement for cost of visa on circuitous travel	1	5.00	

<sup>a</sup>Includes one civilian per diem error

<u>TYPE OF ERROR</u>	<u>NUMBER</u>	<u>OVERPAYMENT</u>	<u>UNDERPAYMENT</u>
<u>TRAVEL VOUCHERS, cont'd.</u>			
<u>Dependent's Travel Allowances</u>			
Incorrect distance	4		\$ 28.56
Unauthorized - travel and DLA on homeport change	2	\$245.46	
Incorrect point of origin	1		7.62
Wrong rate of per diem (civilian)	1		9.39
Subtotal	45	\$583.15	\$201.67
<u>MILITARY PAY RECORDS</u>			
<u>Pay and Allowances</u>			
Computation/extensions	2	\$ 36.75	\$ 5.84
Total monetary errors	47	\$619.90	\$207.51
		<u>OVERSTATED</u>	<u>UNDERSTATED</u>
<u>Leave Accounting</u>			
Balance computed incorrectly	3	3 days	19 days
Total all errors	50		