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UNITED STATES GENERAL ACCOUNTING OFFICE

REGIONAL OFFICE

SUITE 500, WASHINGTON BOULEVARD BUILDING

234 STATE STREET

DETROIT, MICHIGAN 48226

JAN 20 1975

Commanding Officer  
Navy Regional Finance Center  
San Francisco, California

Dear Sir:

We continuously review the Navy's financial management system to stay abreast of its condition. Part of our work entails looking at a cross section of disbursing officers' accounts. In a recent sample we selected vouchers from your April 1974 account. Our limited review showed no significant error patterns, and the monetary errors represented a relatively minor portion of the total dollars disbursed.

Most errors we identified were one of a kind and involved small amounts. We believe corrective action should be taken in the following areas where the frequency of errors was higher.

- Several overpayments for mileage were made to military personnel because of the use of incorrect distances.
- Incorrect per diem payments were made to some civilians because computations based on average lodging costs were inaccurate (see paragraphs C8101-2a and C10105, Volume 2, JTR).
- Incorrect per diem payments were made to some civilians because of errors in computing travel time in a travel status. For example, several travelers who crossed the international date line were overpaid 1 day because computation was not based on elapsed time (see paragraph C10100, Volume 2, JTR).

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--In several instances multiple vouchers were prepared for a single dealer even though payment was made by a single check.

Concerning the latter finding, your disbursing officer told us that under the present manual system it would be difficult to consolidate these bills and prepare only one voucher. He said these bills come to the Center from several Navy activities at various times. Furthermore, they are handled by different people. He said the Center will be converting to a mechanized system for dealers' bills in the near future. We suggest special consideration be given to consolidating these bills on one voucher under the new system. It should result in savings in manpower, paper and storage space.

We suggest you inform your disbursing people of the types of errors we found and instruct their supervisors to more closely review their work. We would also appreciate your comments on our findings along with actions you plan to take to prevent future errors. If you would like further details, please let us know.

Sincerely yours,

**M. L. WIETSTOCK**

Milo L. Wietstock  
Acting Regional Manager

cc: Comptroller of the Navy (2)  
Commanding Officer,  
Navy Finance Center  
Director, Naval Audit Service  
Northwest Region