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UNITED STATES GENERAL ACCOUNTING OFFICE
REGIONAL OFFICE

8TH FLOOR
PATRICK V. McNAMARA FEDERAL BUILDING
477 MICHIGAN AVENUE
DETROIT, MICHIGAN 48226

089031

25 MAR 1977

1 / Commanding Officer
U.S.S. San Jose (AFS-7) 733
FPO San Francisco 96601

Dear Sir:

As part of our continuing review of the Navy's financial management system, we have examined ^{at the} selected travel and leave transactions in the accounts of the U.S.S. San Jose to test the quality of disbursing and related administrative procedures. We reviewed entitlements on 60 of 119 vouchers paid in the 6 months ended July 31, 1976.

--on five vouchers we identified five over and underpayments for travel totaling \$84, and

--on 14 of 36 vouchers, which showed periods of leave, we found erroneous delay enroute computations; 10 members were overcharged leave and 4 others received leave that was not charged to their leave accounts.

We have forwarded 15 informal inquiries to your disbursing officer describing the travel and leave deficiencies and have requested that adjustments be made to correct the errors. Since three of the travel errors were in the \$10 to \$25 range, we have requested the Navy Finance Center to issue the necessary pay adjustment authorizations.

Our tests indicate that the disbursing officer was not reviewing and verifying the accuracy of leave, proceed and travel time reported by the administrative office. Such verifications are required by Navy Travel Instructions, paragraph 4009-1, and Navy Pay and Personnel Procedures Manual, paragraph 10382.

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We would appreciate your comments and advice of any actions taken.

Sincerely yours,

W. C. HERRMANN, JR.

Walter C. Herrmann, Jr.
Regional Manager

cc: Comptroller of the Navy (NCD-3)
Comptroller of the Navy (NCF-4)
Commander, Naval Surface Force,
Pacific Fleet
Commanding Officer, Navy Finance
Center, Cleveland
Commanding Officer, Navy Regional
Finance Center, T.I., San Francisco
Director, Naval Audit Service
Western Region, San Diego