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



November 5, 1970

Dear Mr. O'Connell:

We have made a review for the settlement of accounts of accountable officers of the Office of Emergency Preparedness, Executive Office of the President, through June 30, 1969, and an audit of payroll and leave records through the leave year ended January 10, 1970.

Our settlement review consisted of an evaluation of the administrative procedures and internal controls relative to receipts and disbursements of funds and included such tests of financial transactions and records as we considered appropriate. Our payroll and leave review included an examination of payroll, leave, and personnel records for selected periods, a limited amount of additional testing in other periods for specific types of transactions, and an evaluation of payroll and leave procedures and administration.

We found that the selected financial transactions which we reviewed were processed in a satisfactory manner and that most administrative procedures and internal controls were generally effective. Certain minor deficiencies which we noted during our review have been discussed with members of your staff, who indicated that corrective action has been planned.

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

Sincerely yours,

Donald L. Scantlebury

D. L. Scantlebury
Regional Manager

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Mr. John R. O'Connell
Acting Director of Personnel
and Management Operations
Office of Emergency Preparedness
Executive Office of the President

Personnel and Management Operations

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