

092982

June 9, 1971



Post Commander
Fort Monroe, Virginia 23351

Dear Sir:

We have completed our review of civilian pay at Fort Monroe, Virginia. Our objective was to evaluate the adequacy and effectiveness of the Post's internal audit and pay system, including the internal control applied. The review was part of an overall review being performed at selected military installations during fiscal year 1971.

At Fort Monroe we selected for review 100 employee pay accounts by using the random numbers process. Our evaluations were limited to pay actions between March 8, 1970, and March 7, 1971, relating to (1) within-grade increases, (2) Coordinated Federal Wage System, (3) severance pay, and (4) the Salary Act of 1970. We also gave consideration to the work performed by the Post's Internal Review and Audit Division. Our review disclosed only minor discrepancies which were corrected.

We appreciate the courtesies shown our representatives and the fine cooperation received during this assignment. A copy of this letter is being sent to the District Manager, Army Audit Agency, Linthicum Heights, Maryland.

Sincerely yours,

for Edward C. ...
Walter H. Hanson
Regional Manager

DCR:em

~~714386~~ 092982

June 9, 1971

Mr. J. K. Wright
District Manager
East Central District
United States Army Audit Agency
Dickinson Tidewater Building
Elkridge Landing Road
Linthicum Heights, Maryland 21090

Dear Mr. Wright:

Enclosed is a copy of our letter to the Post Commander, Fort Monroe, Virginia, on our recent review of civilian payroll functions at Fort Monroe. We noted that the Army Audit Agency had not audited payroll functions at the Post since 1966.

This matter was discussed with Mr. Richard R. Staats, Army Audit Agency representative at the Continental Army Command. He said that Fort Monroe was not scheduled for a payroll audit during fiscal year 1972.

As you know, Fort Monroe administers a payroll for about 1,600 civilians with annual costs of about \$19.3 million. Since internal review of this function by qualified professional auditors is essential, we hope that you will be able to schedule a review in the near future.

Sincerely yours,

W H David C. Kelly
Walter H. Henson
Regional Manager

DCK:em

Encl: As stated