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December 10, 1970

AGC 00772

Commanding Officer
Naval Air Station
Norfolk, Virginia 23511

Dear Sir:

We have completed our review of civilian pay at the Naval Air Station, Norfolk, Virginia. Our objective was to evaluate the adequacy and effectiveness of the Air Station's internal audit and pay system, including the internal control applied. The review was part of an overall review being performed at military installations located throughout the continental United States.

At the Naval Air Station we selected for review 100 employee pay accounts by using the random numbers process. Our evaluations were limited to pay actions between August 24, 1969, and August 22, 1970, relating to (1) within-grade increases, (2) severance pay, and (3) the Salary Act of 1970. We also considered the work by the Air Station internal review staff. Our review disclosed that, except for minor discrepancies which were corrected, the pay accounts were proper.

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 Commander, Navy Accounting and Finance Center, Washington, D. C., and the Director, Naval Area Audit Service, Norfolk, Virginia.

Sincerely yours,

David C. Kelly
Acting Regional Manager

DCK/nmj

cc: GAO Audit Staff
c/o Navy Finance Center
Cleveland, Ohio

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