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UNITED STATES GENERAL ACCOUNTING OFFICE  
REGIONAL OFFICE

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SAN FRANCISCO, CALIFORNIA 94102

IN REPLY REFER TO:  
84825

GAO00365

~~AF 84825~~  
A6C00222

JAN 11 1971

Commander  
60th Air Base Group  
Travis Air Force Base, California 94535

Dear Sir:

We have completed a review of civilian pay and related matters at Travis Air Force Base, California. This review, completed in October 1970, was made pursuant to the Budget and Accounting Act, 1921 (31 U.S.C. 53), and the Accounting and Auditing Act of 1950 (31 U.S.C. 67).

The review covered (1) Internal Controls, (2) Internal Review, (3) Within-grade Increases, (4) Salary Act of 1970, (5) Coordinated Federal Wage System, and (6) Severance Pay. The primary purpose of the review is to provide information on Defense-wide administration of civilian pay and allowances. Employees accounts were first selected on a statistical sample basis. Errors disclosed in this sample will be combined with those of other installations reviewed, and the results considered for statistical projection for a Defense-wide report. We did not arrive at an error rate since the sample at any individual installation is too small to project. We did, however, expand our review at your installation by selecting additional records on a judgment sample basis.

Our review indicated that the procedures and controls for processing civilian payrolls were generally adequate. However, a 1969 review by the Civil Service Commission of the conversion to the Coordinated Federal Wage System disclosed that a failure to provide sufficient guidance and the lack of an independent review resulted in nine wage rate errors.

We believe that in such non-routine actions as a wage system revision or a retroactive pay increase, Personnel and Payroll employees should be given additional training and their work more closely reviewed and supervised than is necessary for routine actions.

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During our review, we noted a number of minor discrepancies and internal control weaknesses which were discussed with appropriate members at the working level and summarized at an exit conference with your staff on October 23rd. Corrective action has been either taken or promised on items listed.

1. Civilian Personnel does not have a pay document number control system by which Civilian Payroll can determine if all such documents have been received.
2. Quality Examinations Accounts Control, Accounting and Finance coverage of the civilian pay area has generally been limited to reviewing time and attendance cards and reporting discrepancies found.
3. One general schedule employee was given a within-grade increase prior to completing the required creditable service period.
4. One general schedule employee was given a within-grade increase prior to receipt of documentation showing that the supervisor had determined the employee's level of competence was acceptable.
5. Civilian Personnel procedures do not provide for the determination of the employee's nonpay status prior to distribution of the within-grade document outside of the Personnel Office.
6. One employee's retroactive pay under the Salary Act of 1970 was incorrectly computed because of transposition error in the hours shown in a pay status.
7. One employee's retroactive pay under the Salary Act of 1970 was incorrectly computed because of the failure to pay night differential and an erroneous deduction of Federal Employee Group Life Insurance.
8. Accounting and Finance has not established sufficient internal controls over requests for waivers of claims for recovery of erroneous payments of pay. This has resulted in six requests being delayed since May 1969.

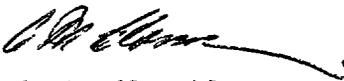
These discrepancies and internal control weaknesses illustrate the need for closer supervision and review of work performed at the working level by personnel and payroll employees.

Commander

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We would appreciate being advised of the actions taken or planned on the matters discussed in this report. We wish to acknowledge the cooperation and courtesies extended to our representatives during the review. A copy of this report is being sent to the Commander, Air Force Accounting and Finance Center, Denver, Colorado, and to the USAF Auditor General, Norton Air Force Base, California.

Very truly yours,



A. M. Clavelli  
Regional Manager

cc Commander, AFA&F Center  
USAF Auditor General,  
Norton AFB