

March 16, 1972



LM092410

Brigadier General James D. Kemp
Commanding Officer
Defense General Supply Center
Richmond, Virginia 23219

Dear General Kemp:

We have reviewed the civilian payroll operations at the Defense General Supply Center, Richmond, Virginia. Our review was directed towards evaluating administrative procedures and controls over payrolls, and included such tests of transactions as we considered necessary. The scope of our review was determined after consideration of internal reviews of payrolls by the installation's internal review staff and by the Auditor General.

Our tests showed that the procedures followed generally provided effective controls over civilian payrolls. We did note three incorrect computations of premium pay. These were for insignificant amounts and not indicative of any procedural weakness.

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We appreciate the cooperation and assistance provided our representatives during the review.

We are sending a copy of this report to the Auditor General, Defense Supply Agency.

Sincerely yours,

Ernest W. Taylor *EW Taylor*

Walter H. Henson
Regional Manager

HRP/lw

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