



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

092921

JUN 18 1970.

Commander, Headquarters Command  
Department of the Air Force  
Bolling Air Force Base  
Washington, D.C. 20332



Dear Sir:

We have made a review of the propriety of salary rates established for selected civilian employees of Bolling Air Force Base for the period February 23, 1969, through February 21, 1970. We also examined into the effectiveness of time and attendance reporting procedures and controls at the installation during the period of our review.

Our review of salary rates, which was made using statistical sampling techniques, included an examination and verification of rates of pay and personnel actions for the 26 pay periods covered by our review and a limited amount of additional testing in other periods for specific types of transactions. Our review did not include an examination into the computation of biweekly salary payments, leave, travel, or other costs.

We found that, generally, the salary rates established for the selected employees were proper. Therefore, we are pleased to advise you that, in our opinion, your office is adequately administering the laws and regulations pertaining to the establishment of salary rates.

Our review of the time and attendance procedures and controls, which was made on a sample basis, disclosed that timekeepers and supervisors are aware of your time and attendance regulations and are satisfactorily fulfilling the time and attendance functions.

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

Copies of this letter are being sent to the Auditor General, United States Air Force, and the Commander, Air Force Accounting and Finance Center, Denver, Colorado.

Sincerely yours,

Robert W. Hanlon  
Acting Regional Manager

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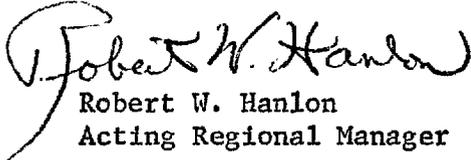
JUN 18 1970

U.S. Air Force Auditor General (AFAUD)  
Norton Air Force Base  
California 92409

Dear Sir:

A copy of our letter to the Commander, Headquarters Command, Bolling Air Force Base, Washington, D.C., is enclosed for your information. The letter contains the results of our review of the propriety of salary rates established for selected civilian employees at that installation for the period February 23, 1969, through February 21, 1970, and of our examination into the effectiveness of time and attendance reporting procedures and controls.

Sincerely yours,

  
Robert W. Hanlon  
Acting Regional Manager

Enclosure



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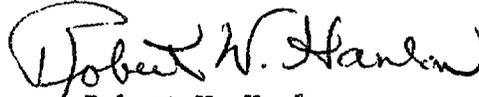
JUN 18 1970

Commander  
Air Force Accounting and Finance Center  
Denver, Colorado 80205

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A copy of our letter to the Commander, Headquarters Command, Bolling Air Force Base, Washington, D.C., is enclosed for your information. The letter contains the results of our review of the propriety of salary rates established for selected civilian employees at that installation for the period February 23, 1969, through February 21, 1970, and of our examination into the effectiveness of time and attendance reporting procedures and controls.

Sincerely yours,

  
Robert W. Hanlon  
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Enclosure