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 RECIP. NAME: REGION 2, ATLANTA, OFFICE OF THE DIRECTOR

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SUBJECT: LER 79-002/03L-0 ON 790128: DURING STARTUP CONTROL ELEMENT ASSEMBLY 41 DROPPED TWICE WHILE BEING MANUALLY WITHDRAWN. CAUSE UNKNOWN CEA REALIGNED BOTH TIMES & OPERATED NORMALLY AFTER SECOND REALIGNMENT.

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 TITLE: INCIDENT REPORTS

NOTES: _____

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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures that the financial statements are reliable and can be audited without issue.

Furthermore, it is noted that the accounting system should be designed to be user-friendly and efficient. This allows staff to enter data quickly and accurately, reducing the risk of errors. Regular training and updates are essential to keep the system current and effective.

In addition, the document highlights the need for a strong internal control system. This includes separating duties, such as having different people responsible for entering data, approving transactions, and reconciling accounts. This helps to prevent fraud and misappropriation of assets.

The document also mentions the importance of data security. All financial information should be stored securely, both physically and electronically. Access should be restricted to authorized personnel only, and regular backups should be performed to protect against data loss.

