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FORM 3-62 610 USE PREVIOUS

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	All & RD 41 TO P. II	PROCE	SSING			
. 6	S-E-C-R-E-T	PRO- POSED ACT	TION () ACCOM-			
0	O. 1 . 0 . III	MARKED FOR INDE	XING			
	Chief, WH	NO INDEXING REQ	UIRED			
INFO.	Chief, KUVEST	ONLY QUALIFIED HEADQUARTERS DE CAN JUDGE INDEX				
FROM		ABSTRACT				
	Chief of Station, JMWAVE	MICROFILM				
SUBJECT	SUBJECT DYVOUR/ADMIN/PERSONNEL James B. Wilcott Jr. Debriefing of Remarks Debriefing On					
ACTION REQUIRED - REFERENCES						
	Action Required: FYI Wilcott		•			
	1. arrived PCS at JMWAVE on 26 April 1965 and submitted his resignation at JMWAVE from KUBARK to be effective cob 15 April 1966. While at JMWAVE Subject was under the cover of JMOCEAN. 2. resigned in order to seek employment in private industry. A resume of his KUBARK employment is as follows:					
	a. Mar 57 (EOD) to May 60 - in Hqs	- overt empl	oyee			
	b. May 60 to July 64 -	under ODIBE	X cover			
	c. Aug 64 - leave					
	d. Sept 64 to Apr 65 - in Hqs - ODIBEX cover					
	e. 26 Apr 65 to 15 Apr 66 - JMOCEAN		(* *			
	3. Subject was instructed in the event he ever seeks employ- ment with ODYOKE he should contact the Station for guidance as to what he will show as his former ODYOKE employment.					
	4. Under separate cover there is being forwarded to Head-quarters a copy of the resume that is submitting in seeking employment with private industry. This resume was written by and it was concurred in by Chief/Finance and Chief/Cover of JMWAVE.					
	Attachment: 1 (Resume) Under Separate Cover					
	Philip G. ELMARD					
_	Distribution:	,				
	3 - WH w/att u/s/c 2 - KUVEST w/att u/s/c	DATE TYPED	DATE DISPATCHED			
	Z - MUTBOL W/ AUG U/S/C	20 A pr 66	4488 9 1900.			
	CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER 16012				
	UFGT-15989					
	Excluded from automatic CLASSIFICATION	HEADQUARTERS FILE NUMBE	ER			
	downgrazing and declassification					
	S-E-C-R-E-T	•				

HISTORY OF EMPLOYMENT

SUBSEQUENT TO GRADUATION FROM CENTRAL CITY BUSINESS INSTITUTE

	3	3 <u>2</u>
March 1957 to May 1960	U.S. Army Element, Room 18945 The Pentagon, V Salary: \$6,000.	Vashington, D.C.

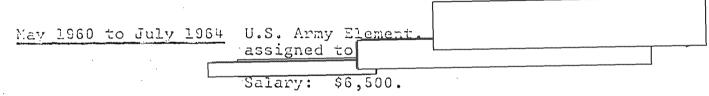
Review vouchers and determine cost center and object class.

Maintain special payrolls and related accounts and resolve problems relating to leave, retirement, taxes, etc. and correlate payroll function with other departments.

Assist in the installation of and supervision of posting machine operation to maintain allotment ledger. Maintain Miscellaneous Obligation Record and supervise posting clerks. Monthly, quarterly, semi-annual and annual Summary of Allotment Accounts preparation and other related statements. Maintain Expenditure Distribution Ledger and balance with IBM run.

Police certain Appropriation, Fund and Limitation Accounts.

Assist in the proparation of budgets, summaries and reports.



Maintain and pay special payroll and prepare reports, surveys and summaries.

Control and responsibility for funds in the high six figures. Monthly disbursements in the high six figures to revolving funds. Supervision and audit of revolving funds and accounting vouchers. Monthly, quarterly, semi-annual and annual statements, summaries and reports of revolving funds.

Control and responsibility for transfers of funds and foreign currency and maintenance of conversion accounts.

Supervise and perform financial negotiations with businessmen.

(Continued)

September 1964 to April 1965

\$2 ILS Army Element, Room 1B945 The Pentagon, Washington, D.C.

Salary: \$6,890

Perform audit of several special payrolls. Assist in the pilot study and installation of a new payroll system.

Assist various branches in problems relating to the conversion to computer bookkeeping.

Assist in the balancing of the General Ledger accounts in connection with the year-end closing of the books.

May 1965 to Present

The Miami, riorida Payroll Officer

Salary: \$8,000.

Reorganize the payroll office and assume responsibility for the schedule and accuracy of payrolls. Instruct, direct and assist clerks in compiling, computing and preparation of payrolls. Prepare checks for distribution. Investigate and settle disputes regarding alleged errors in pay checks. Audit payroll summaries, bank balances and labor distribution records, etc. Prepare quarterly and annual tam report forms, wage reports and surveys. Correlate payroll function with other departments.