

UNCLASSIFIED

INTERNAL USE ONLY

CONFIDENTIAL

SECRET

### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

109301

FROM: C/WH/SEC  
GH-56

EXTENSION  
6300

NO.  
DATE  
5 May 1966

TO: (Officer designation, room number, and building)

DATE  
RECEIVED    FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, PSD  
3E-48

12 May 66

*FR*

For inclusion in Subject's security file.

2.

3.

4.

5.

*Pauline Control Desk*

RECORDED CONTROL DESK

⑤ Record resignation  
*FR*

6.

FILE

8.

9.

10.

11.

12.

13.

14.

15.

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# DISPATCH

CLASSIFICATION  
S-E-C-R-E-T

PROCESSING

PROPOSED	ACTION	ACCOMPLISHED
	MARKED FOR INDEXING	
	NO INDEXING REQUIRED	
	ONLY QUALIFIED HEADQUARTERS DESK CAN JUDGE INDEXING	
	ABSTRACT	
	MICROFILM	

TO Chief, WH

INFO Chief, KUVEST

FROM Chief of Station, JMWAVE

SUBJECT DYVOUR/ADMIN/PERSONNEL James B. Wilcott Jr.  
Debriefing of ██████████ - Resignation in field

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 employee
  - b. May 60 to July 64 - (Tokyo, Japan) under ODIBEX cover
  - c. Aug 64 - leave 13-3
  - 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 employment 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 Headquarters 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
20 A pr 66	APR 26 1966
DISPATCH SYMBOL AND NUMBER	
UFGT-16012	
HEADQUARTERS FILE NUMBER	

CROSS REFERENCE TO
CLASSIFICATION
S-E-C-R-E-T

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

VPJ

HISTORY OF EMPLOYMENT

SUBSEQUENT TO GRADUATION FROM CENTRAL CITY BUSINESS INSTITUTE

March 1957 to May 1960 U.S. Army Element, <sup>32</sup> Composite Operations Group  
Room 1B945, The Pentagon, Washington, D.C.  
Salary: \$6,000.

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 preparation of budgets, summaries and reports.

May 1960 to July 1964 U.S. Army Element, <sup>32</sup> Composite Operations Group  
assigned to  <sup>32</sup>  
10 (Tokyo, Japan)  
Salary: \$6,500.

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 <sup>11</sup> (Japanese) businessmen.

(Continued)

5/10

September 1964 to April 1965

U.S. Army Element, <sup>32</sup> Composite Operations  
Group Room 1E945  
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

<sup>24</sup>  
The (Melmar Corporation)  
Miami, Florida  
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 tax report forms, wage reports and surveys. Correlate payroll function with other departments.