

HITCHCOCK PETER STERLIN
Name: Last, First Middle

CODED
FOR
QUALIFICATIONS
DATE 28 Aug 52

TO: All C. I. A. Personnel
FROM: Personnel Director
SUBJECT: PERSONNEL QUALIFICATION QUESTIONNAIRE

1. The Agency is currently revising the system for machine coding employee qualifications, thereby permitting more complete and accurate data on all personnel. The new system will aid in implementing Agency policies on promotion from within by facilitating the selection of personnel with desired education and experience for vacancies which may occur. It is also expected that the new system will provide readily accessible statistics for planning and management purposes.

2. The attached questionnaire is designed to cover adequately those factors in which the Agency is interested. Although the information is, in a large measure, already reflected in previous forms submitted by you, it is felt that your time within the organization may enable you to emphasize those qualifications pertinent to its needs. The questionnaire also serves to bring your education and qualifications record up to date.

3. Your cooperation is requested in completing the questionnaire as thoroughly and accurately as possible and returning it to your Administrative Officer within the time allotted.


George E. Meloon
Personnel Director

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PERSONNEL QUALIFICATION QUESTIONNAIRE

1. Serial No. (no entry)	2. NAME: (last) (first) (middle) HITCHCOCK PETER STERLING		3. Office AE/TR
4. Date of Birth 12 JAN '18	5. Sex: <input checked="" type="checkbox"/> male (1) <input type="checkbox"/> female (2)	Martial Status MARRIED Nr. Dependents 4	6. CIA Entry Date: 10 SEP 51
7. Citizenship: <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other	8. Acquired By: (1) <input checked="" type="checkbox"/> Birth (2) <input type="checkbox"/> Marriage (3) <input type="checkbox"/> Naturalization (4) <input type="checkbox"/> Other (specify) Year U.S. citizenship acquired, if not by birth _____		

SEC. I. EDUCATION

1. Extent: (circle one)

- | | | |
|--|--|-------------------|
| 1. Less than high school | 4. Two years college, or less | 8. Masters degree |
| 2. High school graduate | 5. Over two years, no degree | 9. Doctors degree |
| 3. Trade, Business or Commercial school graduate | <u>6. Bachelor degree</u> | |
| | 7. Post-graduate study (minimum 8 sem. hrs.) | |

2. College or University Study:

Name and location of College or University	Major	Minor	Dates att'd		Yrs Compl		Degree Recd		Sem Hrs
			From	To	Day	Night	Title	Date	
WESLEYAN UNIV MIDDLETOWN, CONN	FRENCH		SEP 36	FEB 39	2 1/2	—	—	—	?
UNIV OF N. CAROLINA CHAPEL HILL N.C	POL SCI		MAR 39	JUN 41	2		AB	Jun '41	?

3. Trade, Commercial, and Specialized Training:

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	

4. Military or Intelligence Training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, command & staff, etc.)

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	
THE INFANTRY SCHOOL	JUL 44	NOV 44	5	OCS
THE ARMY GENERAL SCHOOL FT RILEY, KAN.	2 JAN 51	19 MAR 51	3+	INTELLIGENCE
THE INFANTRY SCHOOL FT BENNING, GA	30 APR 51	24 AUG 51	4+	ASS OFF ADV COURSE REGT STAFF

SEC. II. WORK EXPERIENCE

1. CIA Experience: State the specific nature of duties performed with CIA and CIG, starting with your present position. Take position titles from your official personnel papers, if you have personal copies. Please do not request your Official Personnel Folder. Include geographic area and subject matter dealt with, if applicable. Position Title is your classification title such as Geographer, Intelligence Officer, etc. Duty Title indicates your organization position such as - Section Chief, Branch Chief, Administrative Assistant, etc., and is to be filled in only if different to the Position Title. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

From <u>SEPS1</u> To <u>JAN 52</u> Tot. mos. <u>5</u>	Description of Duties: <u>Administrative</u>
Grade <u>11</u> Salary <u>5940⁰⁰</u>	<u>Duties responsible</u>
Office <u>EE/PC</u>	<u>Briefing etc of</u>
Position	<u>and training, Planning</u>
Title: <u>INTELLIGENCE OFF</u>	<u>assignments o/s</u>
Duty	<u>Handling</u>
Title:	<u>Problems for EE - adm + plan duties.</u>
	Duty Station, if overseas:
From <u>JAN 52</u> To <u>PRES</u> Tot. mos. <u>6</u>	Description of Duties: <u>Representative of Div</u>
Grade <u>11</u> Salary <u>5</u>	<u>in all relations with OPC Trng OFF.</u>
Office <u>EE/PC</u>	<u>TR(S), to act as interpreter of</u>
Position	<u>Div as</u>
Title: <u>INTELLIGENCE OFF</u>	<u>may affect training. Prepare for approval</u>
Duty	<u>Trng. requests for all personnel in terms of</u>
Title:	<u>and individual job requirement and</u>
	<u>experience. Act as case off for all</u>
	Duty Station, if overseas: <u>Persons undergoing</u>
From _____ To _____ Tot. mos. _____	Description of Duties: <u>Training. Review</u>
Grade _____ Salary _____	<u>evaluation reports + prepare</u>
Office _____	<u>recommendations for action by</u>
Position _____	<u>Division Chief. Supervisory responsibility</u>
Title: _____	<u>for all adv + per. matters concerning</u>
Duty _____	<u>students undergoing trng.</u>
Title: _____	<u>Represent Div in all</u>
	<u>matters re: _____ Briefing</u>
	Duty Station, if overseas: <u>personnel +</u>
From _____ To _____ Tot. mos. _____	Description of Duties: <u>administrating various</u>
Grade _____ Salary _____	<u>processes for the Div.</u>
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	
	Duty Station, if overseas:

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SEC. II. WORK EXPERIENCE (CONT'D.)

2. Other than CIA: (Describe work experience for the last 15 years in sufficient detail to permit specific coding of your qualifications. Include military work experience. List last position first.)

From <u>Jul 47</u> To <u>Am 51</u> Tot. mo's <u>45</u> Classification Grade (if in Federal Service) _____ Salary <u>250⁰⁰ per mo</u> Number and Class of Employees Supervised: _____ Employer <u>Georgia Industries Co., Inc.</u> Kind of Business or organization (i. e., paper products mfr, public utility) <u>RUBBER & PLASTIC EXTRUSION MFG</u>	Exact Title of your position <u>Ass. Sales Mgr.</u> Description of Duties: <u>Went thru apprenticeship & then followed in Sales off. as Ass Sales Mgr. - supervising office personnel, selling - Ohio, Indiana, some procurement of Rubber and related compounds.</u> Duty Station if overseas: _____
From <u>May 46</u> To <u>Jul 47</u> Tot. mo's _____ Classification Grade (if in Federal Service) _____ Salary _____ Number and Class of Employees Supervised: _____ Employer <u>Father</u> Kind of Business or organization (i. e., paper products mfr, public utility) _____	Exact Title of your position <u>Farm</u> Description of Duties: _____ Duty Station if overseas: _____
From <u>Feb 43</u> To <u>May 46</u> Tot. mo's _____ Classification Grade (if in Federal Service) _____ Salary _____ Number and Class of Employees Supervised: _____ Employer <u>US Army</u> Kind of Business or organization (i. e., paper products mfr, public utility) _____	Exact Title of your position <u>Pvt to 1st Lt</u> Description of Duties: <u>Basic Trng.; 47th Co AT Pkt; OCS, Pkt Ldr. - 3 Mos Front Line Combat 92nd Div.; Hotel off; CO POW cage.</u> Duty Station if overseas: <u>Italy</u>
From <u>Jul 41</u> To <u>Jan 43</u> Tot. mo's _____ Classification Grade (if in Federal Service) _____ Salary _____ Number and Class of Employees Supervised: _____ Employer <u>TAPCO</u> Kind of Business or organization (i. e., paper products mfr, public utility) <u>Aircraft parts accessories</u>	Exact Title of your position <u>Ass. Supervisor</u> Description of Duties: <u>assist in set up etc of grinding section in Fuel Pump Dept. Operate all machines.</u> Duty Station if overseas: _____
From <u>sep 36</u> To <u>Jul 41</u> Tot. mo's _____ Classification Grade (if in Federal Service) _____ Salary _____ Number and Class of Employees Supervised: _____ Employer _____ Kind of Business or organization (i. e., paper products mfr, public utility) _____	Exact Title of your position <u>Student</u> Description of Duties: <u>Wesleyan Univ Univ of N. Carolina</u> Duty Station if overseas: _____

SEC. II. WORK EXPERIENCE (CONT'D)

3. Special Work Experience: Check any of the following organizations by which you may have been employed.

- | | |
|--|--|
| 01 <input type="checkbox"/> U.S. Secret Service | 24 <input type="checkbox"/> Air Force A-2 |
| 02 <input type="checkbox"/> Civil Police | 25 <input type="checkbox"/> Foreign Economic Admin. |
| 03 <input type="checkbox"/> Military Police | 26 <input type="checkbox"/> Counter Intelligence Corps |
| 04 <input type="checkbox"/> U.S. Border Patrol | 27 <input type="checkbox"/> Immigration & Naturalization |
| 05 <input type="checkbox"/> U.S. Narcotics Squad | 28 <input type="checkbox"/> Strategic Services Unit |
| 06 <input type="checkbox"/> FBI | 29 <input type="checkbox"/> Foreign Service, State Dept. |
| 07 <input type="checkbox"/> Criminal Investigation Div. | 30 <input type="checkbox"/> Central Intelligence Group |
| 21 <input type="checkbox"/> Office of Naval Intelligence | 31 <input type="checkbox"/> Armed Forces Security Agency |
| 22 <input type="checkbox"/> Office of War Information | 32 <input type="checkbox"/> Coordinator of Information |
| 23 <input type="checkbox"/> Army G-2 | 33 <input type="checkbox"/> Office of Facts & Figures |
| 20 <input type="checkbox"/> Office of Strategic Services | 34 <input type="checkbox"/> Board of Economic Warfare |
| | 35 <input type="checkbox"/> Federal Communications Comm. |

SEC. III. FOREIGN LANGUAGES

List below the foreign languages in which you have some competence. Be sure to include uncommon modern languages. Check (X) your competence and how acquired.

LANGUAGE	COMPETENCE						HOW ACQUIRED					
	Equivalent to Native Fluency *	Fluent but obviously Foreign *	Adequate for Research **	Adequate for Travel	Limited Knowledge		Native of Country	Prolonged Residence	Contact (Parents, etc.)	Academic	Study (Inc. CIA training)	
French				✓							✓	
Italian				✓								
German					✓						✓	

* If you have checked 'Fluent' for a language that has significant difference in spoken and written form (e.g., Arabic), explain your competence herein _____

**Specialized Language Competence: Describe ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, and military fields. List the language with the type of speciality. _____

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SEC. IV. AREA KNOWLEDGE

1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

Country or Region	Dates of Residence, Study Etc.	Manner in Which Knowledge Was Aquired (check (X) one)		
		Residence	Travel	Study

2. Specialized Knowledge of Area
List specalized knowledge of foreign country such as knowledge of terrain, coasts and harbors, utilities, railroads, industries, political parties, etc., gained as a result of study or work assignment. Include name of employer or organization.

Country	Type of Knowledge	How and When Gained

SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION)

Skill	Per Cent of Time Used		WPM (Approximate Proficiency)	Prefer Assignment Using Skill Oftener	
	1.	2.		1. Yes	2. No
Typing	1.	2.		1. Yes	2. No
Shorthand	1.	2.		1. Yes	2. No
Shorthand System: 1. Manual 2. Machine 3. Speedwriting.					

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc. _____	2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications. <i>Sailing, skiing, horse, photography, swimming, hunting, shooting</i>

SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

List any professional or academic associations or honorary societies in which you hold membership. _____

SEC. VIII. PUBLICATIONS

List below the type of writing (non-fiction: professional or scientific articles, general interest subjects, current events, etc; fiction: novels, short stories, etc.) of any published materials of which you were author or co-author.

SEC. IX. INVENTIONS

Describe any devices you have invented as to type of work for which intended and whether patented.

Device	Patented			
	(1)	Yes	(2)	No
	(1)	Yes	(2)	No
	(1)	Yes	(2)	No
	(1)	Yes	(2)	No

SEC. X. CIA TESTS

Describe below the type of tests which you have taken in CIA:

Type of Test	Date Taken
<i>Polygraph</i>	<i>11 Sep 51</i>
 	

SEC. XI. PHYSICAL HANDICAPS

List any physical handicaps you may have.

<i>None</i>

SEC. XII. OVERSEAS ASSIGNMENT

Are you willing to accept periodic tour of duty overseas? *Yes*

(1) 2 year Tour <input checked="" type="checkbox"/>	(2) 4 year Tour <input checked="" type="checkbox"/>	(3) Not interested <input type="checkbox"/>
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SEC. XIII. WORK ASSIGNMENT

In view of your total experience and education, for what assignment in CIA do you think you are best qualified?

<i>Possibly I am best qualified for a job entailing supervisory work in regards to training, military subjects and intelligence work. Have had administrative experience to handle that side and feel I would be good in an operational assignment in the aforementioned categories.</i>
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SEC. XIV. MILITARY STATUS

1. Present Draft Status
Have you registered under the Selective Service Act of 1948? Yes No.
If yes, indicate your present draft classification _____

2. Present Reserve or National Guard Status
Do you now have Reserve or National Guard Status Yes No.
If yes, complete the following.

1. National Guard
2. Air National Guard
3. Active Reserve Status (member of organized unit)
4. Inactive Reserve Status

Service INFANTRY Grade CAPT Location —

Reserve Unit with which currently affiliated —

Service Mobilization Assignment, if any —

Location of Service Records, if known Pentagon

SEC. XV. CIA TRAINING

List the training courses or subjects you have taken while in the CIA.

Course or Subject	(from) Dates (to)	Hours
<u>OC - (audit)</u>		

SEC. XVI. REMARKS

Use this space to indicate any other qualifications you may have which you do not describe above.

DATE 18 June 52

SIGNATURE Peter S. Helms