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Clandestine Services  
Instruction No. 20-

CSI 20-  
Personnel

PROPOSED CSI

MAINTENANCE OF PERSONNEL RECORDS

1. PURPOSE

This instruction is designed to establish a procedure for the standardization of personnel management and career service records within the Senior Staffs and Area Divisions of the domestic headquarters of the Clandestine Services.

2. PROCEDURE

a. Personnel management sections of Senior Staffs and Area Divisions will consolidate and revise all existing data onto two records (samples attached):

- (1) Flexoline Strip File and Locator (Attachment A).
- (2) Employee Data Card, Agency Form No. 4b(2), (Attachment B) utilizing the Employee Data Card Marker Flag (Attachment C) where appropriate.

b. Career Service Boards will consolidate, revise, and/or establish their data onto two records (samples attached):

- (1) Flexoline Strip File in Organizational Sequence (Attachment D).
- (2) Flexoline Strip File by Grade and Date of Last Promotion (Attachment E).

When required, Career Service Boards will utilize the data available in 2a(2) above.

3. RESPONSIBILITY

a. All personnel sections of Senior Staffs and Area Divisions are required to transmit action copies affecting or concerning employees to the Agency Personnel Office for inclusion in the official Personnel File Folders.

b. Requests to the Agency Personnel Office for Official Personnel File Folders will be honored only when made by authorized DD/P personnel.

FRANK G. WISNER  
Deputy Director (Plans)

Released by:  25X1  
Chief of Administration

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**PERSONNEL RECORDS**  
**FLEXILINE STRIP FILE AND LOCATOR-PERSONNEL MANAGEMENT**  
 (IN ALPHABETICAL SEQUENCE)

NAME	GRADE	NO.	POSITION INVENTORY LOCATION	TYPE	CAREER DESIGNATION	ROOM NUMBER	BUILDING	PHONE EXT.
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		12	BV3	B6	D	FI	2390	K	9175
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Stack and Drawer of Position Inventory  
 Domestic, Domestic Field, or Foreign Field  
 T/O Code and Position Number

White Strip  
 Denoting Staff Employee  
 (True Name)

25X1

	7	OS5	BB-26	FF	TSS	1620	21	329
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Second Number Reference to Numerical True Name File

Buff Strip  
 Denoting Staff Agent  
 (Pseudo)

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Blue Strip  
 Denoting Military

(A) Army, (AF) Air Force, or (N) Navy

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# EMPLOYEE DATA CARD

## VISIBLE RECORD FILE FOR PERSONNEL MANAGEMENT

(FRONT VIEW & INSIDE OF TOP FLAP)

27. PRIOR WORK EXPERIENCE

NAME OF ORGANIZATION	TYPE OF ORGANIZATION	POSITION TITLE & SALARY	DATES OF EMPLOYMENT	
			FROM	TO
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

26. FOREIGN LANGUAGE CAPABILITIES (INDICATE FAIR, GOOD, OR EXCELLENT)

LANGUAGE	SPEAK	READ	WRITE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

25. RESIDENCE IN FOREIGN COUNTRIES

*Cut* →      *Fold over* →

24. AGENCY COURSES ATTENDED		
TITLE	DATE COMPLETED	EVALUATION
_____	_____	_____
_____	_____	_____
_____	_____	_____

23. EDUCATION

GRAMMAR SCHOOL       HIGH SCHOOL       COLLEGE (NO. OF YRS. ATTENDED)

INTELLIGENCE SCHOOLS ATTENDED \_\_\_\_\_

DEGREE: BACHELOR   
 MASTER   
 DOCTORATE

22. PERSONNEL EVALUATION REPORT DATA

21. EMERGENCY ADDRESSEE (NAME, ADDRESS, TELEPHONE NO.)

17. ADDRESS CHANGE	18. TELEPHONE CHANGE	19. DATE OF OVERSEAS ARRIVAL	20. MED. LIMITATIONS
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13. HOME ADDRESS	14. TELEPHONE NO.	15. MARITAL STATUS	16. NO. OF DEPENDENTS
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DATE OF BIRTH	7. CSC STATUS	8. VETERAN'S PREFERENCE <input type="checkbox"/> A <input type="checkbox"/> N <input type="checkbox"/> AF	9. EOD AGENCY	10. CAREER DES. <input type="checkbox"/> S <input type="checkbox"/> F <input type="checkbox"/> OCI <input type="checkbox"/> Q	11. CLEARANCE	12. TYPE
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LAST NAME - FIRST NAME - MIDDLE INITIAL	2. CODE	3. POSITION TITLE	4. POSITION NO.	5. GRADE-STEP
1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31	26	J F M A M J J A S O N D	QS 5	7-2

25X11A9a

Slot for sliding scale

(This tab for typing: can be torn off, folded under, or folded up to renew name line)

Double color sliding tab to indicate:

- Green - in training
- Red - due for training

Sliding orange scale and tab for date of overseas rotation

Blue tab to indicate physical location overseas

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VISIBLE RECORD FILE FOR PERSONNEL MANAGEMENT  
(BACK VIEW AND OUTSIDE OF TOP FLAP)

1. LAST NAME—FIRST NAME—MIDDLE INITIAL	2. CODE	3. POSITION TITLE	4. POSITION NO.	5. GRADE-STEP
33. REMARKS				

28. NATURE OF AGENCY ACTION	29. EFFECTIVE DATE	30. POSITION TITLE AND NUMBER	31. GRADE & SALARY	32. ORG. DESIGNATION & OFFICIAL STATION

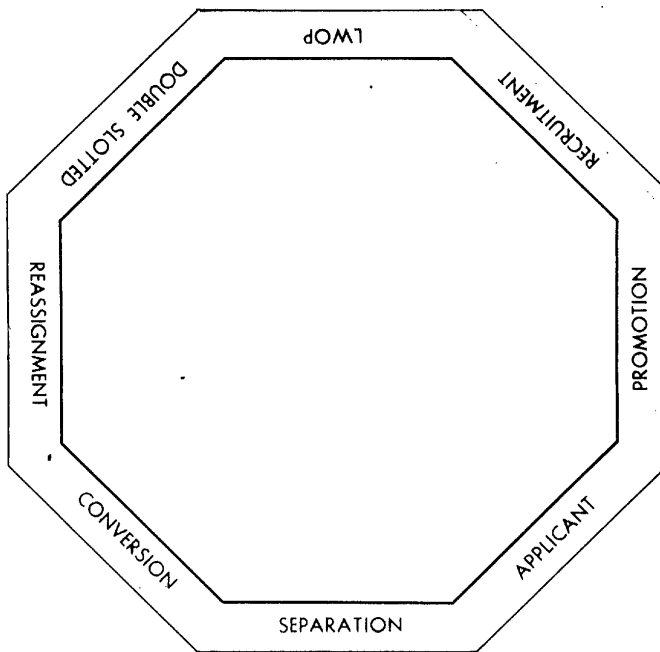
FORM NO. 4b (2)  
1954

EMPLOYEE DATA CARD

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### EMPLOYEE DATA CARD MARKER FLAG



*Note: Reverse side can be printed with 8 additional types of action*

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FLEXOLINE STRIP FILE AND LOCATOR – CAREER SERVICE BOARD  
 (IN ORGANIZATIONAL SEQUENCE)

ORGANIZATION	NAME	NO.	GRADE	CAREER DESIGNATION	TYPE	ROOM NUMBER	BUILDING	PHONE EXT.
FI	[Redacted]	36	7	FI	D	160	S	320
FI	[Redacted]	49	5	FI	D	160	S	320

25X1

Position Number

**White Strip**  
 Denoting Staff Employee  
 (True Name)

25X1

Primary and Secondary (if combined)

NEA	[Redacted]	7	14	FI/TSS	FF	3221	16	7259
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Domestic, Domestic Field, or Foreign Field

**Buff Strip**  
 Denoting Staff Agent  
 (Pseudo)

25X1

SR	[Redacted]	106.2	9	FI	DF	1411	20	263
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**Red slide indicating:**  
 Mission Chief, Station Chief, Staff & Division Chiefs,  
 and Their Deputies or Branch Chief

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**FLEXOLINE STRIP FILE AND LOCATOR-CAREER SERVICE BOARD**  
(BY GRADE AND DATE OF LAST PROMOTION)

GRADE-STEP	DATE OF LAST PROMOTION	NAME	CAREER DESIGNATION	ORGANIZATION	SLOT NO.	TYPE
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25X1

18	20 Nov. 1950		FI/Adm.	FI	1	D
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Note: Do not enter periodic increase date

**White Strip**  
Denoting Staff Employee  
(True Name)

25X1

16-3	12 Apr. 1948		FI	FE	2	FF
16-2	27 Jun 1950		FI	SR	6	FF

T/O Position Number

**Buff Strip**  
Denoting Staff Agent  
(Pseudo)

Primary and Secondary (if combined)

25X1

12-1	3 Aug 1953		FI/TSS	WE	35	DF
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**Red slide indicating:**  
Mission Chief, Station Chief, Staff & Division Chiefs,  
and Their Deputies or Branch Chief

**SECRET**