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21 October 1968

MEMORANDUM FOR: COINS Project Manager

SUBJECT : COINS Master Plan

Attached are several CIA contributions to the COINS Master Plan concerning training, security, and budgetary/personnel resources as requested by you at our meeting of 9 October.

In addition, I suggest the following minor changes in your latest draft of Section V (Resources Summary) of the Master Plan.

page 35 (1st sentence) - The COINS Manager is charged with the coordination of the COINS budgets, plans and programs of each Agency participating in the COINS experiment.

page 36 (2nd sentence) - ~~No costs--mission-needs.~~ (Substitute the following). No file building costs are shown for COINS prior to FY 70, because the files were developed prior to and independent of the experiment to serve normal mission needs. Some agencies show file maintenance costs which are directly chargeable to COINS.

page 36 (1st paragraph, last sentence) - Delete and substitute the following: In FY 70 following COINS evaluation, it is anticipated that additional files may be constructed for an operational system, and projected costs are included in the charts.

page 36 (2nd paragraph, 3rd sentence) - ~~The-time made--other-operational-systems~~

Comment: This is misleading. COINS represents an additional load on existing systems -- it cannot be thought of as a by-product of anything.

Signed

CIA COINS Subsystem Manager

Attachments: a/s

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**ATTACHMENT I**

**II. CONCEPT AND STATUS OF THE COINS EXPERIMENT**

**Training - CIA**

1. COINS training was initiated in CIA in September 1968. The four Agency Directorates were queried regarding their interest in participating in the COINS Experiment and briefings and training sessions were arranged for components who can utilize COINS files. The COINS data base is of interest primarily to several offices within the Deputy Directorate of Intelligence (DDI), and these offices (Office of Current Intelligence (OCI), Office of Economic Research (OER), Office of Strategic Research (OSR), Office of Basic and Geographic Intelligence (OBGI)) were well represented in the initial training sessions. Individuals from several other components have also been briefed and additional training is being planned for other Agency Directorates.

2. This phase of CIA training has focused on general COINS orientation and analyst familiarization with the internal CIA on-line COINS system. Training has consisted of a briefing on the evolution of COINS, the data base available for querying, current status of the experiment, and an explanation of what data will be collected for evaluation and how this will involve Agency participants. The briefing is followed by small group sessions at a remote terminal where the procedures for querying the three CIA COINS files are explained and demonstrated. Each participant who has attended these sessions has been given a manual on the CIA system which explains in detail the operation of a terminal and querying procedures. The analysts who have participated in this training should be able to utilize the CIA COINS files with a minimum of difficulty.

3. The next training phase will consist of familiarizing CIA analysts with the procedures for querying non-CIA files. Manuals are being prepared which contain descriptions of the NSA, DIA and NPIC files and the method of structuring queries on those systems. When those procedures have been tested out, the manuals will be distributed, and additional small group training sessions will be arranged.

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COINS MANPOWER SUMMARY

(NUMBERS EQUAL MAN MONTHS OF EFFORT)

PARTICIPATING ORGANIZATIONS	MAJOR CATEGORIES OF WORK	FY 68		FY-69		FY-70	
		PRIOR FY-68 (I.E., FY-66-68)					
		TOTALS		TOTALS		TOTALS	
CIA	1. Management (Including Committee Work)	12		12		24	
	2. Systems Analysis	36		36		132	
	3. Computer Programming	24		24		48	
	4. Computer Operators	6		6		6	
	5. Engineers (Computer and Communications)	24		24		24	
	6. File Building and Maintenance	6		6		36	
	7. Others (e.g., Clerical, Typists, etc.)	4		4		20	
	TOTALS		112		112		290