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MEMORANDUM FOR THE RECORD

2 December 1966

SUBJECT: Minutes of the COINS I/Soviet Personality Files Panel

1. The twelfth meeting of the COINS I/Soviet Personality Files Panel was held on 21 November 1966 at 1000 hours at DIA.

2. The following individuals were present:



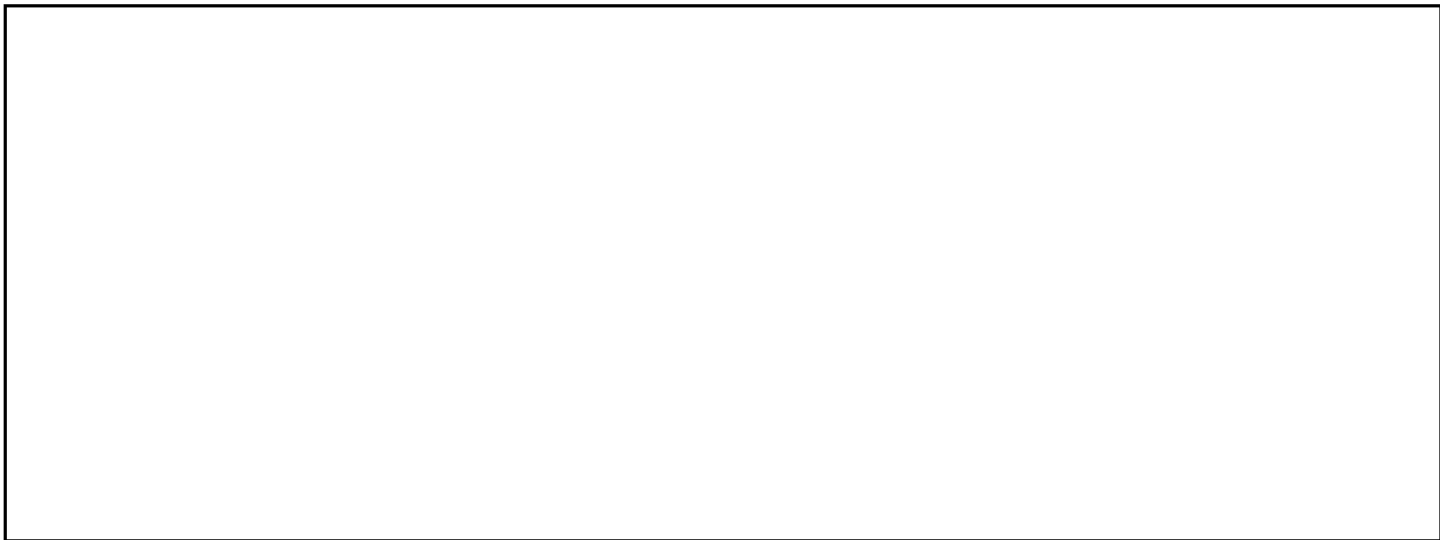
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j. Mr. Lawrence Slaughter

3. The minutes for the eleventh meeting were not ready.

4. Education - [redacted] CIA indicated that the information on education was still in the process of being prepared.

5. Source



6. Occupation and Specialty

a. [redacted] discussed possibility of using the occupation and specialty codes developed and used by The National Science Foundation (NSF).

(1) In some instances this breakdown and code appears too fine.

(2) Mr. Slaughter/State will check with the NSF to see if a more complete listing as well as a description of the code structure is available.

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b. [redacted] CIA-CHIVE indicated that in CHIVE [redacted] 50 broad occupational categories are used in conjunction with Intelligence Subject Code (ISC) which is used to identify specialty.

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c. [redacted] CIA indicated they used a code specialty developed by the Biographic Register. Copies of these codes were distributed at an earlier meeting.

7. Standards - Chairman requested comments on the paper on standards previously distributed.

8. Briefings - Chairman will attempt to arrange a briefing on how biographic information is used in NSA.

9. Current Situation

[redacted]

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[redacted]

b. Mechanized files are organized and formatted to satisfy the file sponsor and not other users in the Intelligence Community. However, in case of DIA Soviet Military Personality file they did collect requirements from the Community.

10. Requirements

a. The specific requirements for Soviet biographic or personality information varies from agency to agency as well as from organization to organization within an agency. It appears, however, that these requirements can be grouped into several major categories.

(1) Identification Information

(a) Identification of an individual(s) as his current rank, title, position, occupation or organizational assignment.

(b) Identification of a group of people assigned to a specific organization; assigned to a specific geographical area; or having a specific occupation or position.

(c) Most of the questions received fall into this category although none of the machine files are currently organized or formatted to satisfy all questions. Requirements for these questions is not fully known although in many instances they are used to edit or write a report (e.g., correct spelling of a name or position, etc.)

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(3) Estimates for policy guidance are derived from an evaluation of all biographical data available on a group of individuals. The contingency estimates attempt to answer such questions as: Who will take over in the event of the death of a key individual? What is the political leaning of these individuals?

(4) Steer other collection efforts in the Intelligence Community.

[Redacted]

(5) Means of supporting research efforts within the Intelligence Community in anticipation of a requirement.

b. What use is made of this information once it reaches the person originating the request? What decisions or actions are taken as the result of this information? These kinds of questions still need to be answered in some detail.

11. Proposed Test for Mechanizing Soviet Biographic Information

a. It is recognized that there is a need for mechanized formatted records as well as narrative biographic sketches. Formatted files can be:

(1) Searched and processed by computer much more easily and quickly than narrative text files.

(2) Used quickly to identify information - gaps on an individual.

b. The cost in terms of money, manpower and time required to convert existing files (i.e., manual and machine files) is not presently available nor appreciated.

c. After the standard data elements and items have been defined design a multi-format record for Soviet biographic information which can be updated by the file sponsor and interrogated by any authorized member of the intelligence community.

d. All information on two small groups of individuals will be collected and entered into a multi-format record. For example:

[Redacted]

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e. These files would be available in an operational environment even though they will be experimental. The objective of including these files in COINS I would be to:

(1) Demonstrate to the management concerned, what could be achieved by mechanizing this type of information.

(2) Develop procedures for using and maintaining this kind of record in a file.

(3) Identify the costs involved in preparing these files in terms of manpower, money and time.

(4) Provide an estimate of the total cost for converting existing files to the proposed machineable biographic record.

12. Non-Military Organizations

a. CIA delivered copies of three CIA/OCR publications on non-military organizations:

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b. Members could see no reason why this report could not be used as a base in COINS I files.



Chairman COINS Committee

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