of the indexing procedures and identification of the impacts which catering to Levels III and IV activities will make upon system capabilities and capacities.

Following definition of the system flow and procedures and capabilities required, the performance characteristics of the system will be documented. This will form the basis of the system description necessary in the invitation to tender, which is expected to follow this Phase.

Hardware and Software Characteristics: Various combinations of hardware and software could satisfy the system requirements. These various combinations would involve the Department in different levels of development work, and some might have undesirable organizational impacts. The examination of available alternatives is therefore an important activity, and is one which could screen out some configurations prior to public tender, or is one which could reveal a software package well suited to use in the Department, with minimal changes.

Structure and Responsibilities of the Organization: The necessary major automation innovations already identified are to be matched by changes in organization. New and revised functions will require the re-definition of some seventy positions, along with introduction of an organizational structure which will assist effective management and provide career paths for all incumbents. A large part of this activity will be to describe each job (or group of jobs) for classification purposes.

Physical Security: An important aspect of the system is that of physical security. Methods are required to prevent remote electronic eavesdropping of operations involving classified material. A complication is the dispersal of terminal access points throughout the building.

Definition of both the means of protection and the timing of installation are critical to the implementation plan since no equipment delivery could take place until this task is completed.

New and Transitional Procedures: Many of the existing procedures will disappear in transition to the new system. It will be necessary, therefore, to define procedures to support new operations. Such definition will encompass the movement of material through the system, Bureau Information Control office procedures, Central Information Control office procedures, Computer Operation procedures, Micro Operations procedures and revisions to the residue of traditional Registry procedures.