

Functional Area WBS #: 10. Logistics – Transition Support

Completed by: G. M Teske (ANL-W) T. G. Beseris (INEEL)

**FUNCTIONAL AREA SUMMARY FORM**

(ANL-W & INEEL Laboratory Consolidation to INL)

Consider facilities, hardware, processes, procedures, personnel, training, database, etc. in your functional area.

1) **ACTIVITIES** needed to transition

What activities should be conducted to support to transition to a single contractor? When is the most opportune time to conduct each activity (pre-transition, transition, incoming contractor)?

The functional areas covered in this WBS include 1)- laboratory space 2)- transition team office space and 3)- office space management systems.

NOTE: The INEEL and ANL-W have demonstrated strong communication and worked closely during FY-2004 to jointly resolve space utilization concerns.

Activities to transition functional area to one contractor	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1.1. Develop strategy & recommendation for providing laboratory space and support for programs being expanded or being impacted by facility closures during the first year of new contract.	X	X	
1.2. Incoming contractor evaluate proposed strategy and initiate actions to implement those aspects judged appropriate.		X	X
2. If identified in the RFP, support the new contractor’s transition team (office space, telecommunications, & data networking).	X	X	
3. Review of office space management systems	X	X	
3.1. Integrate office space management systems		X	X

2) **GAP(S)**

In your functional area, identify gap(s) that may inhibit a smooth transition. Please list below. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

- INEEL and ANL-W scientific and technical support staff have differing laboratory space needs and resources.
- Some differences exist in office space management systems.

3) Other

Are there issues or concerns outside of your functional area that may inhibit the consolidation? If so, please list. Additionally, use the Gap/Risk Description form to define each gap/issue.

4) Have you initiated any actions outside of this review to facilitate the integration? If so, please describe.

- INEEL has identified the need for a laboratory replacement project, which is included in the INL Ten Year Site Plan. They have initiated activities to define the laboratory capabilities that are needed due to facility closure activities and expanding programs. ANL-W has been asked to review the needed capabilities to determine what support can be provided by their existing facilities.
- Discussed data networking differences with Information Management POCs, Al Lewis (INEEL) and Jeff Staffon (ANL-W). The data networking functions will need to be integrated. It will be addressed, along with telecommunication integration, in WBS #12, Information Management.

Functional Area WBS #: 10. Logistics –  
Transition Support

Completed by: G. M. Teske (ANL-W) T. G. Beseris (INEEL)

**GAP/RISK DESCRIPTION FORM**

Please complete one form per gap.

- a) Describe the gap(s) that affects the integration of ANL-W and INEEL.  
INEEL and ANL-W scientific and technical support staff have differing laboratory space needs and resources.
  
- b) Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)?  
(Risk 1 = minimal consequence on January 31, 2005; Risk 5 = operational barrier to laboratory on January 31, 2005)  
  
Risk: 1  
  
Description: No immediate impact on operations has been identified. However, additional accelerated closure actions may result in some operations being hindered.
  
- c) What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Coordinate resolution of laboratory space and laboratory support issues as they arise due to programmatic requests and facility closure actions during transition.	INEEL/ANL	INEEL/ANL	INL
2. Identify areas where additional laboratory space will be needed in the next few years to meet planned program activities and accommodate programs affected by additional facility closures.			INL
3. Develop a bridging strategy for providing near term laboratory space for expanding programs and programs affected by additional facility closures.	INEEL/ANL	INEEL/ANL	INL
4. Review bridging strategy with new contractor.		INEEL/ANL w/New Contractor	INL

Functional Area WBS #: 10. Logistics -  
Transition Support

Completed by: G. M. Teske (ANL-W) T. G. Beseris (INEEL)

**GAP/RISK DESCRIPTION FORM**

Please complete one form per gap.

- a) Describe the gap(s) that affects the integration of ANL-W and INEEL.  
Some differences exist in office space management systems.
  
- b) Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)?  
(Risk 1 = minimal consequence on January 31, 2005. Risk 5 = operational barrier to laboratory on January 31, 2005)  
Risk: 1  
Description: No immediate impact to operations
  
- c) What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Review office space management systems		New Contractor	
2. Develop plan to integrate office space management systems		New Contractor	