

Functional Area WBS #: 4.1 Contract Status to Workforce

Completed by: E. A. Connell (ANL-W) R. Dale (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)?

Activities to transition functional area to one contractor	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition <sup>1</sup>	1/31/05 Incoming Contractor
1. Standardize procedures and systems for communicating with employees and receiving employee feedback during transition	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 have established individual, formal Q&A forums to receive and respond to employee concerns raised as the new Idaho National Laboratory is formed. The INEEL also uses *iNotes* to communicate to employees while ANL-W employees receive a periodic message from Dr. Sackett. Both organizations are working together and with NE-ID to communicate with employees over the current year. NE-ID is preparing a communications transition plan effective November 2004 at the onset of contractor transition that addresses existing and incoming contractor communications during that time period. There is no overarching plan for the time period preceding transition but similar approaches should be followed, including close coordination between INEEL and ANLW.

3) **Other**

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

- None

<sup>1</sup> Includes participation by incoming contractor.

- 4) Have you initiated any actions outside of this review to facilitate the integration? If so, please describe.
- NE-ID has established bimonthly meetings with BBWI and ANL West on communication before, during and after transition. NE-ID is developing a strawman communications plan to govern the transition time period. This plan includes the activities of the existing contractors and the incoming contractors, including communications with employees.

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**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 have established individual, formal Q&A forums to receive and respond to employee concerns raised as the new Idaho National Laboratory is formed. The INEEL also uses *iNotes* to communicate to employees while ANL-W employees receive a weekly message from Dr. Sackett. Both organizations are working together and with NE-ID to communicate with employees over the current year. NE-ID is preparing a communications transition plan effective November 2004 at the onset of contractor transition that addresses existing and incoming contractor communications during that time period. There is no overarching plan for the time period preceding transition but similar approaches should be followed, including close coordination between INEEL and ANLW.

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 <sup>2</sup>	1/31/05 Incoming Contractor
1. Determine whether there is a benefit of a standard protocol for employee communications prior to transition	ANL/INEEL		
1.1 Review Q&A Forum	ANL/INEEL		
1.2 Determine whether there is a benefit of standardization of an employee communications protocol for time period before transition	ANL/INEEL		

<sup>2</sup> Includes participation by incoming contractor.

	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition <sup>2</sup>	1/31/05 Incoming Contractor
2. Establish ongoing dialogue between INEEL and ANLW to ensure information communicated to employees is consistent, timely, and appropriate. (e.g., development of message points and responses to questions submitted by employees)	ANL/INEEL		
3. Use existing processes to coordinate response to queries (RTQs), media briefings, interviews, and press releases.	ANL/INEEL		
4. Consolidate employee communications program during transition period; integrate incoming contractor into communication		ANL/INEEL	
5. Consolidate existing processes to coordinate RTQs, media briefings, interviews, and press releases.		New Contractor and ANL/INEEL	INL

Functional Area WBS #: 4.2 General Communications

Completed by: E. A. Connell (ANL-W) R. Dale (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)?

Activities to transition functional area to one contractor <sup>3</sup>	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition <sup>4</sup>	1/31/05 Incoming Contractor
1. Standardize procedures and systems for communicating with employees and receiving employee feedback	X	X	
2. Standardize stakeholder and public involvement process		X	X
3. Standardize congressional and intergovernmental affairs processes			X
4. Standardize media relations (e.g., RTQs, announcement rollout, press releases, press conferences)		X	X
5. Establish economic development activities for new laboratory (if any)			X
6. Establish a single focal point for control of web site content and establish economic development activities to include community support.			X

<sup>3</sup> ) This table is built on the presumption that INEEL and ANL can perform more detailed assessments prior to transition and can identify recommendations for consolidation; however, to a certain extent consolidation of existing systems or establishing single set of procedures may depend on guidance from incoming contractor.

<sup>4</sup> Includes participation by the incoming contractor.

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.

- ANL West operates as a satellite of the broader Argonne communications program. The INEEL's communication program is more proceduralized in essentially all areas of communication. (See primary functions of communications addressed in table above).

3) Other

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

- None

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

- NE-ID has established bimonthly meetings with BBWI and ANL West on communication before, during and after transition. NE-ID is developing a strawman communications plan to govern the transition time period. This plan includes the activities of the existing contractors and the incoming contractors, including communications with employees. NE-ID holds weekly meetings between communications staff of NE-ID, BBWI and ANL West which is helpful in facilitating integration.

Functional Area WBS #: 4.2 General  
Communications

Completed by: E. A. Connell (ANL-W) R. Dale (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.  
 The ANLW communications program operates as a satellite of the Argonne communication program. The INEEL program is highly proceduralized, and has many tools at its disposal to communicate with employees, stakeholders, the public, and congress.
- 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 <sup>5</sup>	1/31/05 Incoming Contractor
1. Review and standardize employee communication processes and mechanisms		New Contractor	
2. Review and standardize communication procedures (e.g., media, stakeholders, elected officials, public)		New Contractor	INL
3. Incoming contractor to examine communications program and implement changes as needed.			INL

<sup>5</sup> Includes participation by incoming contractor.