

Functional Area WBS #: 7 - Legal

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### 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	1/31/05 Incoming Contractor
1. Establish process for evaluating pre-existing conditions		X	X
2. Keep list of litigation/claims current to transfer to incoming contractors		X	X
3. Keep current the list of pending Alternate Dispute Resolution (ADR) cases Program to (i) transfer cases to incoming contractor and (ii) make Program available to incoming contractor if it so chooses.		X	X
4. Keep current the list of non-disclosure agreements (NDAs) and make NDA procedure available to incoming contractor if it so chooses.		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.

- *None. All claims/litigation will be transferred to the new contractors under Transfer Agreements; and with regard to PEC, ADR, and NDA procedures, the incoming contractors should choose whether to adopt them or not or adopt some other procedures.*

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.

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