

New Process for DIII-D Onboarding and GA Hosting in Experimental Science

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FSET meeting

Friday, 10/28/22



‘GA Hosting’ has become a significant burden on GA staff

Situation:

at present, GA hosting (cyberaccess and onsite training) is required for hundreds of external collaborators

Goal:

Make it easier to bring new visitors to work onsite, or collaborate remotely, while easing the burden on limited GA staff to do the job properly and efficiently.

NEW Process:

- Specific cadre of ES staff will be GA hosts going forward
 - primarily Supervisors; combine cyber access and training roles
- Enhanced role for group leaders in this process.
- Onboarding questionnaire for all new visitors/collaborators in Experimental Science
- Specific sequence for actions for new collaborators.

GA Hosts in ES now assigned by technical area

BPP – George McKee (mckee@fusion.gat.com)

Xi Chen (chenxi@fusion.gat.com)

Craig Petty (petty@fusion.gat.com)

Bob Pinsker (pinsker@fusion.gat.com)

Bart Van Campennolle (campennolle@fusion.gat.com)

Kathleen Thome (thomek@fusion.gat.com)

Mike Van Zeeland (vamzeelandm@fusion.gat.com)

EBP – Morgan Shafer (shafer@fusion.gat.com)

Tyler Abrams (abramst@fusion.gat.com)

Tony Leonard (leonard@fusion.gat.com)

Dan Thomas (thomas@fusion.gat.com)

Jonathan Yu (yujh@fusion.gat.com)

IPS – Chris Holcomb (Holcomb@fusion.gat.com)

Jayson Barr (barrj@fusion.gat.com)

Nick Eidietis (eidietis@fusion.gat.com)

David Eldon (eldond@fusion.gat.com)

Andrea Garofalo (garofalo@fusion.gat.com)

Punit Gohil (gohil@fusion.gat.com)

Brian Sammuli (sammuli@fusion.gat.com)

****existing collaborators have been reassigned to these 16**

DMT GA Hosting notes 10/28/22

For new collaborators, the first step is to discuss your planned research with one of the 3 Physics Area Leaders

1. Contact **George McKee, Chris Holcomb, or Morgan Shafer** and discuss your plans to see where they fit in.
2. Fill out the entry questionnaire from Fran.
3. You will be assigned a GA host in your area from the provided list.
4. Host begins a dialog with the collaborator on scope of work, and confirms steps 1 and 2 got done.
5. The host can then give Fran a heads-up about needs.
6. Fran can then begin badging requests, room search, etc .
7. GA host adds to cyberaccess and training databases .

**** note: be proactive about this: you should allow 2-3 weeks for this process!**

No last minute requests to Fran, PLEASE

Onboarding Questionnaire

Goal is to capture all necessary information up front, in a single document

includes all information required for
training enrollment in Learncenter
cyberaccess enrollment
site access (if required)
other resource requirements (rooms, etc)
Identifies functional supervisor for individual