



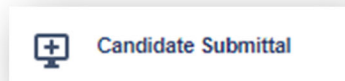
Aptive Subcontractor Jira Portal Standard Operating Procedures (SOP)

JIRA ACCESS

Initial Jira Portal access will be given during pre-award recruiting to identified subcontractor identified during pre-award recruiting meeting and/or will be given to the technical manager point of contact identified in the subcontract agreement.

JIRA CANDIDATE SUBMISSION

New candidates for potential approval and processing may be submitted by an existing Jira user via the “*Candidate Submittal*” form. Simply complete the form details about the candidate and click “*Send.*”



1. Candidate First Name: *

2. Candidate Last Name: *

3. Candidate Company: *

4. Proposed Candidate LCAT: *

5. Bill to Aptive Rate:

6. Candidate Years of Experience: *

7. Does the Candidate hold a VA Clearance? *

8. Is the Candidate a current Employee? *

9. What is, or will be the Candidates Business Email? *

10. Candidate Personal Email (used for Security Clearance review): *

11. Candidate Personal Phone (used for Security Clearance review): *

12. Candidate Available Date: *

e.g. 17/Mar/23

13. Candidate Education Level: *

14. Candidate Resume: *

Drag and drop files, paste screenshots, or browse

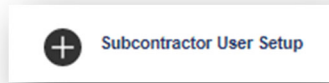
15. Additional Candidate Details or Qualifications:

Normal text

Candidates that are accepted will be brought through any necessary security vetting, onboarding and account set up.

ADDITIONAL JIRA AND UNANET ACCESS REQUEST

An existing Jira user can request additional users be added via the “*Subcontractor User Setup*” form. Simply complete the necessary fields and click “*Send.*”



1. What type of Access is required?

2. Subcontractor First Name:

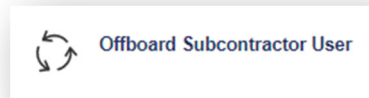
3. Subcontractor Last Name:

4. Subcontractor Business Email:

Send Cancel

JIRA AND UNANET ACCESS TERMINATION REQUEST

An existing Jira user can request additional users be removed via the “Offboarding Subcontractor User” form. Simply complete the necessary fields and click “Send.”



1. Subcontractor First Name:*

2. Subcontractor Last Name:*

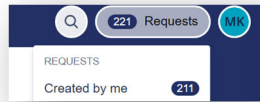
3. Last Day:*
e.g. 17/Mar/23

4. Offboarding Notes (Please indicate which system user should be removed from ex. Jira, Unanet)*

Send Cancel

JIRA COMMUNICATIONS

You will receive updates and correspondence about your submissions via email. You can reply directly to those emails, or you may return to the Jira Portal and view your request via the “Request” area in the upper right-hand corner.



Requests

Request contains... Q Status: Open requests Created by me Request type

Type	Reference	Summary	Status	Service project	Requester
	TOPR108PER-5	TOPR 108 Candidate - test test	ACTIVELY BILLING	TOPR 108 Personnel Actions	Mary Kerski
	TOPR108PER-3	TOPR 108 Candidate - test test	ONBOARDING	TOPR 108 Personnel Actions	Mary Kerski

You may click into any request to further review notes, status changes, correspondence and progress. You may also utilize the add comment feature to respond to correspondence, provide additional information or request updates.

Automatic response Today 11:57 AM
Your request status has changed to Actively Billing.