



Internal Organization Migration

NBIS Release Version: 4.0

Updated Date: 05/23/2022

File ID: JA-039

Application Section: Organization Management

User Roles: Org Manager

Applies to Organizations: Adjudication, Appeals, Continuous Vetting, Component Adjudication, Interim, Screening, SSC, FSO, Review, Authorize

Related Documents:

Org Migration Impacts (REF-014)

External Org Migration (JA-040)

Purpose: **Org Managers** can move organizations within their hierarchy context. The migration needs to be started from a parent organization that can see the migrating org and its new location.

Move an Organization within your hierarchy

1. From the left navigation menu, select **Org Management** and locate the specific organization you want to move.

Organization				
Hierarchy				
Organization Hierarchy				
Name	Organization Type	Sub-Organizations	Users	Actions
> Federal Adjudication Service ★	Adjudication, Appeals	1	2	⋮
Federal Agency Service Provider ★	SSC, Review, Authorize	0	0	⋮
Federal Initiation Service ★	SSC, Review, Authorize	0	0	⋮
Federal Review Service ★	Review	0	0	⋮
Public Clearance Agency	SSC, Review	0	2	⋮

Add Sub Organization

Switch Organization Context

Move Organization

Figure 1: Move Organization Action

Note: Your organizational context determines your options for Org Migration. You can only migrate to orgs below your current context. If the org needs to move above your current hierarchy, a higher level Org Manager will need to perform the migration.

2. Under the **Actions** column for the specific organization, select the **ellipses**, and then select **Move Organization**.





Organization Migration
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Select which organization you would like to move 'Federal Initiation Service' to:

Please Note: When moving organizations, you will not be able to move the current organization to where it will have the same abbreviation as another organization at its level. Also, the moving organization is a government org. Government organizations may not be moved under contracting organizations.

Name	Sub-Org(s)	Org Type	Users	
> Federal Adjudication Service ★	1	Adjudication, Appeals	2	<button>Move Here</button>
Federal Agency Service Provider ★	0	SSC, Review, Authorize	0	<button>Move Here</button>
Federal Review Service ★	0	Review	0	<button>Move Here</button>
Public Clearance Agency	0	SSC, Review	2	

Figure 2: Org Migration - Location Selection

- Choose the receiving org and select **Move Here**. You cannot move to the same parent org.

Note: You cannot move government organizations under contractor organizations.

Organization Migration
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Name	Sub-Organizations	Organization Type	Users
✓ Federal Division of Subject Investigation	5	SSC, Review, Authorize, Adjudication, Appeals	9
✓ Federal Agency Service Provider	1	SSC, Review, Authorize	0
Federal Initiation Service	0	SSC, Review, Authorize	0

☒ I understand the impacts caused from the migration and I cannot undo this action. I want to proceed with the change.

Back
Confirm

Figure 3: Move Organization - Confirmation

- The confirmation page displays the preview of the new hierarchy after confirming the organization migration. Select **Confirm** to proceed with the migration.

Note: If there are Warnings, please review the warnings and the relevant information in **Reference File 014**. You may need to resolve the User/Role warning before the migration can take place. If impacted workflows are the only warnings, you can Confirm the migration and the workflow will be disabled.

