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| Managing Incoming Program Tags Requests | | | |
| **NBIS Release Version:** 4.0 | **Updated Date:** 05/23/2022 | | **File ID:** JA-038 |
| Application Section: Organization Management | | **User Roles:** Program Tag Manager | |
| **Applies to Organizations:** Adjudication, Appeals, Continuous Vetting, Component Adjudication, Interim, Screening, SSC, FSO, Review, Authorize | | | |
| Related Documents:  Program Tag Configurations (REF-005)  Managing Organization Program Tags (JA-016)  Program Tags Requests and Permissions (JA-037) | | | |

**Purpose**: **Program Tag Managers** can approve or deny incoming requests to use their organization’s Program Tags. When other organizations request permission to one of your Program Tags, their request will appear on your Program Tag Requests page in Organization Management.

# Managing Tag Requests

1. From the left navigation menu, select **Org Management**.
2. Select the **Configuration** tab.
3. From the Configuration Menu drop-down, select **Program Tags**.
4. On the Program Tag main page, from the **Actions** drop-down, select **View Tag Requests**.

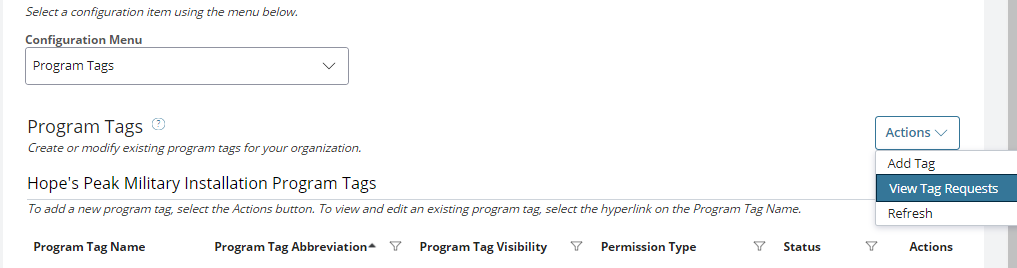


Figure 1: Org Management - Program Tags

1. There are two ways to approve or reject an incoming tag request:
   * Select the **Program Tag Name** on the request to open the tag and use the Approve or Reject button on the Request Detail screen.
   * Select the ellipses under the **Actions** column and select the appropriate action.

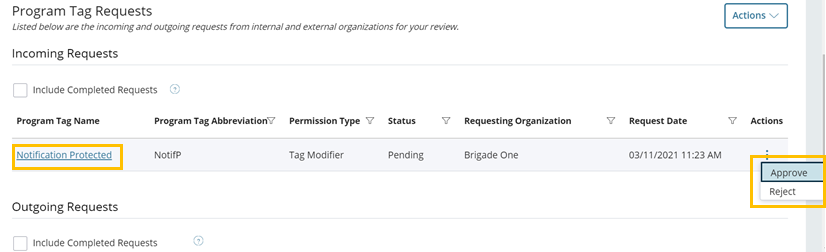


Figure 2: Program Tag Requests Page

1. Use the **Include Completed Requests** checkbox to see all tags you have approved or denied in the past as well as their permissions.