



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**.

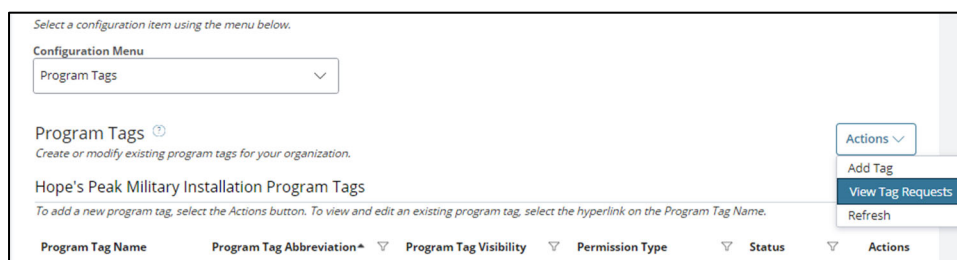
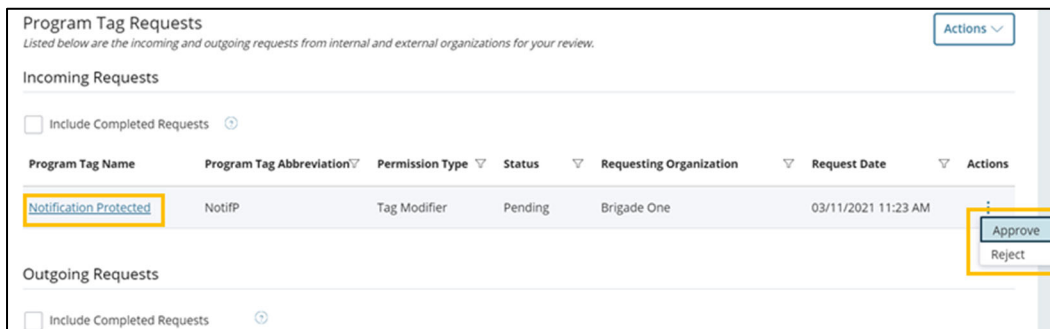


Figure 1: Org Management - Program Tags





5. 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.



Program Tag Requests
Listed below are the incoming and outgoing requests from internal and external organizations for your review.

Incoming Requests

☐ Include Completed Requests

Program Tag Name	Program Tag Abbreviation	Permission Type	Status	Requesting Organization	Request Date	Actions
Notification Protected	NotifP	Tag Modifier	Pending	Brigade One	03/11/2021 11:23 AM	Approve Reject

Outgoing Requests

☐ Include Completed Requests

Figure 2: Program Tag Requests Page

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

