



## Program Tags Requests and Permissions

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**Application Section:** Organization Management

**User Roles:** Program Tag Manager

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

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### Related Documents:

Program Tag Configurations (REF-005)  
 Managing Organization Program Tags (JA-016)  
 Managing Incoming Program Tag Requests (JA-038)

**Purpose:** **Program Tag Managers** can request access to modify or own public or protected Program Tags that were created by other organizations, located in the Program Tag Library. Joining a public tag allows your organization to become a Modifier without having to go through the request process.

## Requesting Tag Permissions

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. Scroll down to the **Program Tag Library**.
5. Under the **Actions** column, select the **ellipses**, and select **Request Tag Modifier Permission**, **Join**, or **Request Tag Owner Permission**.

**Note:** If the tag is Public the action will be **Join**, if it is Protected it will be **Request Tag Modifier Permission**.

Program Tag Library				
To use an existing program tag already created by your organization, within the row, select the ellipses in the Actions column and choose Join. Once joined, look for the program tag in the table above. Note: The program tags are enabled once joined.				
Program Tag Name	Program Tag Abbreviation	Program Tag Visibility	Actions	
<a href="#">T7</a>	T7	Protected	<div>Request Tag Modifier Permission</div> <div>Request Tag Owner Permission</div>	
<a href="#">T9</a>	T9	Protected		

Figure 1: Program Tag Library - Request Permission

6. Enter the justification for the request (if required) and select **Submit**.





## Manage Tag Permissions

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. Select the **ellipses** in the row of the selected program tag in your organization.

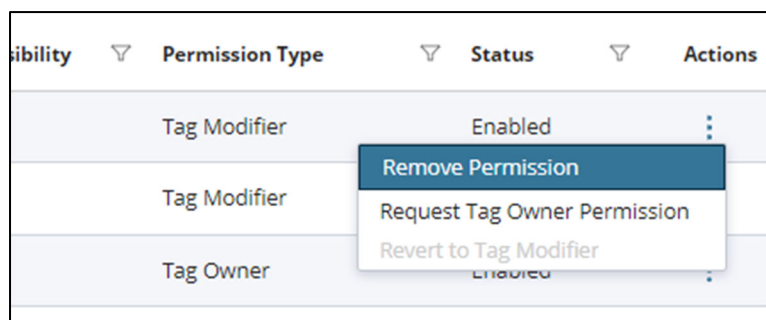


Figure 2: Program Tag Permission Actions

5. Modify permissions as needed/capable.

Modifier	Owner (only owner on the tag)	Owner (multiple tag owners on the tag)
Remove Permission	Remove Permission	Remove Permission
Request Tag Owner Permission	Request Tag Owner Permission	Request Tag Owner Permission
Revert to Tag Modifier	Revert to Tag Modifier	Revert to Tag Modifier

Figure 3: Program Tags - Modify Org Tag Permissions actions

Note: The figure above shows the different options you will have based on if you're the modifier or owner (with certain conditions).

## Information about Requests

The purpose of joining or requesting to join a program tag is to have the tag added to your organization so that it can be used. Once a tag is created or joined, it can be configured to different levels of restrictions.

If you are a tag modifier, you have the ability to request ownership permissions from a current owning organization. This is used when you would want to transfer ownership responsibility. An owning organization can lower their permissions as well if there is at least one other owner.

