

### 1.1 Track Requests – Who can move Requests to My Queue

Only Requests that have not been completed and are not in the Hold status can be moved.

Only users within the same I and same roles can move requests to their My Queue.

Below table lists the Request Types and who can move the Requests to My Queue based on the Track Requests Use Case.

Request Type	User Roles
Grant # (Including IC) Change	DRR Chief RL
Grant # (Excluding IC) Change	DRR Chief RL
Grant # (Including IC) and Dual IC Change	Same as Grant # (Including IC) Change
Grant # (Excluding IC) and Dual IC Change	Same as Grant # (Excluding IC) Change
Council Change	DRR Chief RL
Mass Council Change	DRR Chief RL
IRG Change	DRR Chief RL
IRG and Dual IC Change	DRR Chief RL
Grant # (Excluding IC) and IRG Change	Same as Grant # (Excluding IC) Change
Grant # (Including IC) and IRG Change	Same as Grant # (Including IC) Change
Grant # (Including IC), IRG, and Dual IC Change	Same as Grant # (Including IC) Change
Grant # (Excluding IC), IRG, and Dual IC Change	Same as Grant # (Excluding IC) Change
Return to DRR	DRR Chief
Withdrawal	
Reinstatement	
Deletion	