



Federal Hierarchy Frequently Asked Questions

What is the Federal Hierarchy?

The beta.SAM.gov Federal Hierarchy represents federal organizations as the authoritative source for management and dissemination of Department/Independent Agency, Sub-Tier Agency, and Office data needed for awarding and transparency purpose.

What is the Activity Address Code (AAC) and how is it part of the Federal Hierarchy?

The Activity Address Code (AAC) is a unique 6-digit identifier assigned to offices in the Federal Hierarchy.

I am a Federal user and I do not see my sub-tier or office in the hierarchy what should I do?

You should contact your organization's Federal Hierarchy Administrator. You will need to email them directly to request or edit a sub-tier or office. Your agency's Senior Accountability Officer, IAE Change Control Board representative, or beta.SAM.gov role administrators should be able to provide the name of your Federal Hierarchy Administrator.

What federal hierarchy information is available to the public?

Public users can view department/independent agency and sub-tier information. Public users may follow this path to access the Public Federal Hierarchy API : beta.SAM.gov → Data Services → Documentation → Federal Hierarchy

How long does it take for actions submitted by a Federal Hierarchy Administrator to be active in the system?

Creation of a new office will not be effective immediately as GSA must assign an available AAC code. An email will inform the Federal Hierarchy Administrator once the new office is effective. Edits to existing offices are effective immediately.

How can a federal user view their hierarchy?

Any logged in federal user can view the federal hierarchy of their agency including offices.

- Go to My Workspace
- In the upper hand box, click on Go to Federal Hierarchy →
- A list of sub-tiers will be displayed.
- Click on a sub-tier
- Click on Hierarchy in the left column
- A list of offices will be displayed

What functions does a Federal Hierarchy Administrator perform?

- Create an office
- Edit an office
- End date an office
- Coordinate departments and sub-tiers with GSA
- Manage other hierarchy administrators within their organization

Who can assign the Federal Hierarchy Administrator role?

The Federal Hierarchy Administrator role may only be assigned by GSA or an active Federal Hierarchy Administrator. An agency role administrator cannot assign Federal Hierarchy Administrator roles.

Who can create or edit a Department, Sub-tier or office?

Only a Federal Hierarchy Administrator can create or edit the hierarchy.

What process is in place to manage the Federal Hierarchy?

Offices are managed by Federal Hierarchy Administrators via the beta.SAM.gov website. The management of departments/independent agencies and sub-tiers requires the submittal of a form to the Federal Service Desk (FSD.gov). Only requests from a Federal Hierarchy Administrator will be acted upon.

As a Federal Hierarchy Administrator, what data is needed to create an office?

Before you create an office, you will need the following information:

- Office mailing address
- Office type (Financial Assistance Award, Financial, Assistance Funding, Contract Awards, Contract Funding)
- You may select none, one or more than one office type per office.
- Beginning and end dates for each selected office type. Beginning and end dates are optional.
 - You may select today's date or any future dates.
- Region (Optional)
 - This field can be used to associate an office with a regional office and may be beneficial for running reports.
- Agency Address Code (AAC) will be assigned automatically if the AAC field is left blank. You also have the option to request a specific AAC for the new office.
- Requestor Information such as name, email, and phone are pre-populated from your account information.
- You will be asked to create a POC. It may be you or another person in your organization. The POC information will not be displayed publicly.

As a Federal Hierarchy Administrator, where can I find helpful information on managing my hierarchy?

The Federal Hierarchy Administration Quick Start Guide provides step-by-step guidance.