

# beta.SAM.gov Federal Hierarchy Change Request Quick Start Guide

**Purpose:** To allow a designated Department Federal Hierarchy Administrator to facilitate a change to an Agency's organizational placement within the beta.SAM.gov Federal Hierarchy for a Department, Sub-Tier or Office due to:

- Changes in agency structure, reporting structure, reorganization, or office mission
- The creation of a new agency or office

If you want to have the changes reflected in the Federal Hierarchy this is the process you, as a requester, need to follow:

## Step 1: Identify your Federal Hierarchy Administrator

If you are not the Federal Hierarchy administrator, you will need to identify the Federal Hierarchy administrator for **your** organization.

**Step 1.1:** If you are not able to identify your agency's Federal Hierarchy administrator, email the FSD Tier 2/3 helpdesk for Federal Hierarchy ([newsamtesting@gsa.gov](mailto:newsamtesting@gsa.gov)) for additional help.

## Step 2: Identify the level of changes

What governmental level are the changes that need to be reflected in the Federal Hierarchy structure. This will determine which form you will use:

- **Level 1: Departmental level/ Independent Agency**
- **Level 2: Sub-Tier level**
- **Level 3: Office level**

## Step 3: Download and complete the appropriate form for the level of the organizational change

After you have identified the correct level of the change and gathered some of the information, identify and then download the correct form. Below are links to the downloadable, fillable PDF of the forms for each level of government.

Be sure to download the correct Federal Hierarchy Change Request form, (e.g. Dept, Sub-Tier, or Office) that reflects the needed level of change. It is important to note that most fields are required. Submitting the form without the required data may slow or end the change request process.

### Download forms from:

#### ***Level 1: Departmental /Independent Agency Level Form***

<https://s3.amazonaws.com/faextracts/Documentation/Federal%20Hierarchy/Federal%20Hierarchy%20Form%20Dept%20v5.pdf>

**Level 2: Sub-Tier Level Form**

<https://s3.amazonaws.com/faextracts/Documentation/Federal%20Hierarchy/Federal%20Hierarchy%20Form%20Sub%20Tier%20v5.pdf>

**Level 3: Office Level Form**

<https://s3.amazonaws.com/faextracts/Documentation/Federal%20Hierarchy/Federal%20Hierarchy%20Form%20Office%20v5.pdf>

Fill out the Form and Submit to the FSD as noted below. We recommend that users save the completed form or risk losing the data.

**Step 4: Submit Completed Form**

Send the form to the Federal Hierarchy Admin who will then submit the completed change request form using the FSD Web Form capability. Hierarchy Administrators will log into FSD, Open a Web Form, and select:

System: beta.SAM.gov

Function: Federal Hierarchy

Issue Type: Federal Hierarchy Change Request

Subject: Department Name

Question: Add details here

There is an "Add Attachments" option where the form must be uploaded.

**Step 5: Final Notification**

GSA will notify the agency Federal Hierarchy administrator via email of the acceptance or denial of the Federal Hierarchy change and the final ACC number, if applicable.

## Beta.SAM.gov Federal Hierarchy Change Request Overall Process

