

A Guide to SAM.gov Roles and Privileges

Roles in SAM.gov are assigned by “domain,” or functional area. For example, you may be assigned an administrator role in assistance listings, but not in contract opportunities. What the roles allow is different from domain to domain. For example, an assistance listings administrator cannot do the same things that a contract opportunities administrator can do.

This document provides an overview of all of the roles in SAM.gov, by domain. Roles are listed in descending order of privilege in each table. Each federal or non-federal role inherits the permissions of the respective role below it. For example, an assistance listings administrator can do all the things an assistance user can do, as well as additional functions.

Helpful links for learning about roles:

- [What are roles?](#)
- [Where can I find the Quick Start Guide for Federal Role Management?](#)
- [Where can I find the Quick Start Guide for Non-federal Role Administration?](#)
- [How do I request a role?](#)
- [How do I invite or assign a role to users in SAM.gov?](#)
- [How do I use the User Directory?](#)
- [Where can I find the Quick Start Guide for Bulk Updates of Federal Roles?](#)

Assistance Listings Roles

Role Name	Federal vs. Non-Federal	At a Glance
Administrator	Federal	Assign assistance user and administrator roles, administer assistance user roles within your department, and view users without a role. Can submit assistance listings (FALs) to OMB, and approve FALs submitted by users.
Assistance User	Federal	Initiate agency change requests and title change requests; view historical index entries; and edit, create, and submit FALs.

Contract Data Roles (Reports only)*

**This has no impact on FPDS users or their roles in FPDS.*

Role Name	Federal vs. Non-Federal	At a Glance
Administrator	Federal	Assign and administer contracting specialist and contracting officer roles and administrator roles, access organizations within your department; view users without a role; access administrative reports; schedule reports. (90-day DoD data and NASA-specific data restrictions apply.)
Contracting Officer	Federal	With the administrative reports permission, can access administrative reports. With the schedule reports permission, can schedule reports. (90-day DoD data and NASA-specific data restrictions apply.)
Contracting Specialist	Federal	With the administrative reports permission, can access the administrative reports. With the schedule reports permission, can schedule reports. (90-day DoD data and NASA-specific data restrictions apply.)

Contract Opportunities Roles

Role Name	Federal vs. Non-Federal	At a Glance
Administrator	Federal	Assign and administer administrator, contracting officer, and contracting specialist roles; administer federal roles; view users without a role; and approve or reject pending vendor requests.
Contracting Officer	Federal	Handle all notices including deleting, editing, and publishing; and approve or reject pending vendor requests.
Contracting Specialist	Federal	Schedule reports, archive published notices, edit and create draft notices, and view interested vendors.

Federal Hierarchy Roles

Role Name	Federal vs. Non-Federal	At a Glance
Department Administrator	Federal	Assign department administrator and sub-tier administrator roles, access all organizations within your department, administer federal roles, and view users without roles.
Sub-Tier Administrator	Federal	Assign sub-tier administrator roles, access all organizations within your sub-tier, and administer federal roles within your sub-tier.

Exclusions Roles

Role Name	Federal vs. Non-Federal	At a Glance
Agency Roles Administrator	Federal	Administer roles administrator, agency exclusions representative, and agency administrator exclusions roles. With the FOUO permission, can view entity reporting and entity registration FOUO data.
Agency Administrator Exclusions	Federal	Administer agency exclusions representative and agency administrator exclusions roles, add and edit exclusions point of contact data, manage exclusion information. With the FOUO permission, can view entity reporting and entity registration FOUO data.
Agency Exclusions Representative	Federal	Update, create, and view own and agency's exclusions; upload exclusions. With the FOUO permission, can view entity reporting and entity registration FOUO data.

Entity Registration Roles

Role Name	Federal vs. Non-Federal	At a Glance
Agency Roles Administrator	Federal	Administer sensitive entity management data viewer, office registration representative, agency roles administrator, and agency administrator entity management roles.
Agency Administrator Entity Management	Federal	Deactivate, view, and update active and expired registrations; delete, view, and update draft registrations; register federal entities; administer sensitive entity management data viewer, office registration representative, and agency administrator entity management roles.
Office Registration Representative	Federal	View and update active and expired registrations, view and update draft registrations, register federal entities.
Sensitive Entity Management Data Viewer	Federal	View entity registration data fields as described here .
For Official Use Only (FOUO) Entity Management Data Viewer	Federal	View entity registration data fields as described here .
Administrator	Non-Federal	Administer viewer, data entry, and administrator roles; manage hierarchy registration requests; deactivate, view, and update active and expired registrations; delete, view, and update draft registrations; register entities.
Data Entry	Non-Federal	View and update active and expired registrations; delete, view, and update draft registrations; and register entities.
Viewer	Non-Federal	View active and expired registrations and view draft and submitted registrations.

Entity Reporting Roles

Role Name	Federal vs. Non-Federal	At a Glance
Administrator	Non-Federal	Administer administrator and data entry roles; upload, delete, edit, and add service contract reports; and delete, edit, and add biopreferred reports.
Data Entry	Non-Federal	Upload, delete, edit, and add service contract reports; and delete, edit, and add biopreferred reports.

System Account Roles

Role Name	Federal vs. Non-Federal	At a Glance
System Account Administrator	Federal	Submit a request for a system account to the SAM Business/Security Office for approval, assign and approve system account administrator and system manager roles.
System Manager	Federal	Edit systems that you are responsible for, submit requests for system accounts to the system account administrator.