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| Internal Organization Migration | | | |
| **NBIS Release Version:** 4.0 | **Updated Date:** 05/23/2022 | | **File ID:** JA-039 |
| Application Section: Organization Management | | **User Roles:** Org Manager | |
| **Applies to Organizations:** Adjudication, Appeals, Continuous Vetting, Component Adjudication, Interim, Screening, SSC, FSO, Review, Authorize | | | |
| Related Documents:  Org Migration Impacts (REF-014)  External Org Migration (JA-040) | | | |

**Purpose**: **Org Managers** can move organizations within their hierarchy context. The migration needs to be started from a parent organization that can see the migrating org and its new location.

# Move an Organization within your hierarchy

* + - 1. From the left navigation menu, select **Org Management** and locate the specific organization you want to move.

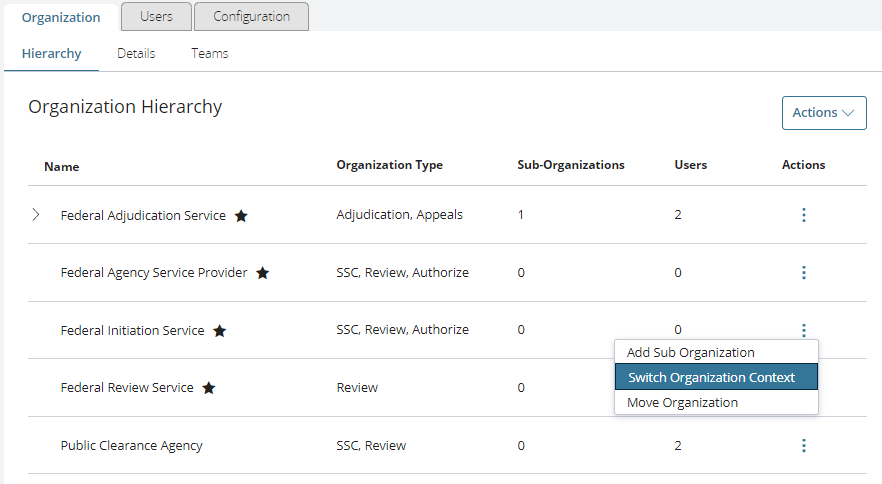


Figure 1: Move Organization Action

Note: Your organizational context determines your options for Org Migration. You can only migrate to orgs below your current context. If the org needs to move above your current hierarchy, a higher level Org Manager will need to perform the migration.

* + - 1. Under the **Actions** column for the specific organization, select the **ellipses**, and then select **Move Organization**.

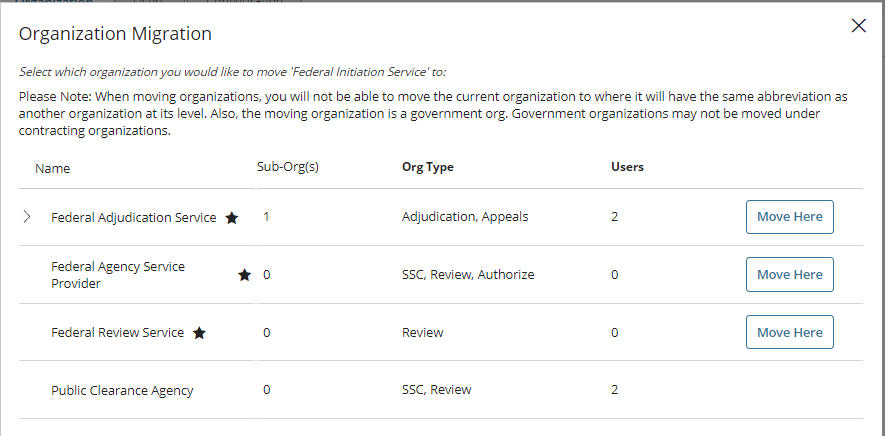


Figure 2: Org Migration - Location Selection

* + - 1. Choose the receiving org and select **Move Here**. You cannot move to the same parent org.

Note: You cannot move government organizations under contractor organizations.

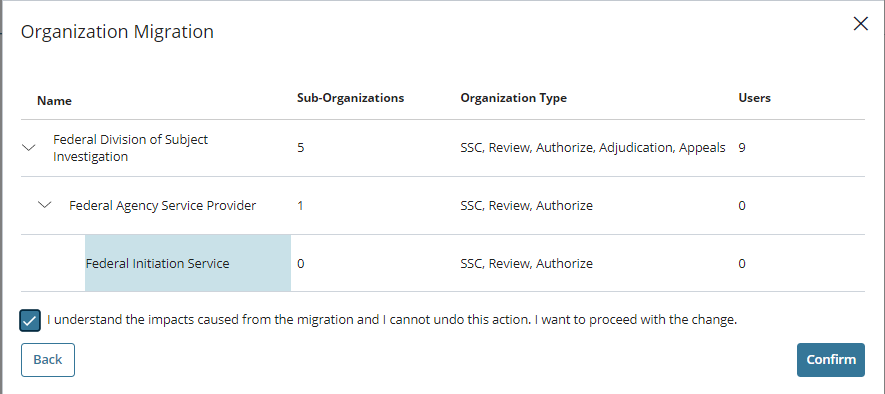


Figure 3: Move Organization - Confirmation

* + - 1. The confirmation page displays the preview of the new hierarchy after confirming the organization migration. Select **Confirm** to proceed with the migration.

Note: If there are Warnings, please review the warnings and the relevant information in **Reference File 014**. You may need to resolve the User/Role warning before the migration can take place. If impacted workflows are the only warnings, you can Confirm the migration and the workflow will be disabled.