

Step by Step:

Log into CPOL, Manager Tab and access the Self Service Position Hierarchy Tool (SSPH) through the Org Structure or Employee Data Portlets

Supervisors/Admins

In the instructions below, individuals with a CSU account will navigate to the Manager tab after logging into CPOL. The Self Service Hierarchy Tool (SSPH) resides within the Employee Data and Org Structure Portlets, and will allow them to view and update supervisors for each employee in their organizational hierarchy.

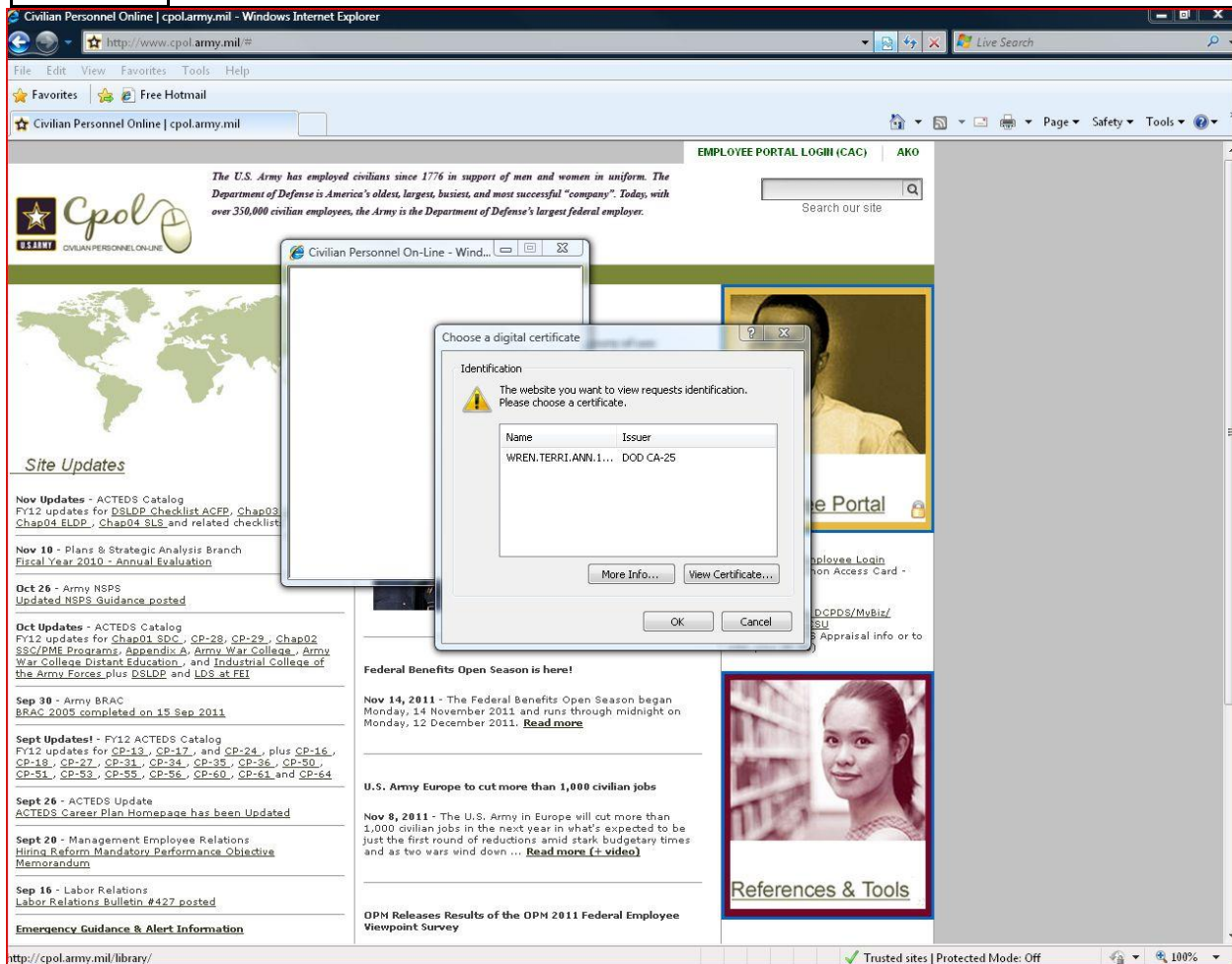
Accessing the Self Service Position Hierarchy Tool (SSPH)

The SSPH tool is located under the Employee Data and Org Structure Portlets, which are accessed through the CPOL Portal. Supervisors and Admins who have a CSU account will follow the same steps, and will have a choice of updating numerous supervisors through the Org Structure portlet, or view and update a single employee's supervisor through the Employee Data portlet.

Step	Action
1	Open your web browser and navigate to http://cpol.army.mil .

2

Log into the Employee Portal using your CAC.
You will be prompted to enter your PIN number.



3

Click on the “Manager” tab at the top of the screen.



Accessing the Self Service Position Hierarchy Tool (SSPH) through the Org Structure Portlet

In order to update numerous supervisors within an organization, you must access the tool under the Org Structure portlet. It will display all employees within an org structure, regardless of spiral code, and allow you to choose from a list of valid supervisors within that organization down to the UIC level. If the valid supervisor is not available in the dropdown, you will have an option to search for a supervisor by Name at the bottom of the page.

Step	Action
1	Navigate to the Org Structure portlet within your Manager tab:

The screenshot displays the CPOL (Civilian Personnel Online) interface. At the top, there is a navigation bar with tabs for HOME, EMPLOYEE, HR SPECIALIST, and REPORTS. Below this, the breadcrumb trail reads "CPOL > HR Specialist Info". The main content area is divided into several portlets. The "Employee Data" portlet on the left offers a "Go" button. The "Org Structure" portlet, located below "Employee Data", also features a "Go" button. A yellow callout box with red text points to this "Go" button, stating: "1. Click on 'Go' under the Org Structure portlet". Other visible portlets include "InBox Statistics" and "Helpdesk".

2	To open a list of all available organizations, click on Org Code tab.
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Monday, November 20, 2011

US ARMY CIVILIAN PERSONNEL ONLINE

HOME EMPLOYEE HR SPECIALIST REPORTS

CPOL > HR Specialist Info

Library Help Helpdesk Edit Account

Org Structure

Search Browse Components

Filters In Place

- CPAC Location: FORT SAM HOUSTON
- UIC: W6D306

Component List

CPAC Location	Total Orgs	Org W/ Pos				
FORT SAM HOUSTON	7	7	0	94	38	132
Totals:	7	7	0	94	38	132

Org Code
UIC
CPAC Location
Command

2. Click on Org Code

3

To enter a particular organization, click on the **Total Positions** number at the far right.

Monday, November 28, 2011

Cpol
U.S. ARMY CIVILIAN PERSONNEL ONLINE

HOME EMPLOYEE **HR SPECIALIST** REPORTS

CPOL > HR Specialist Info

Library Help Helpdesk Edit A

Org Structure

Search Browse Components

Filters In Place

- ☐ CPAC Location: FORT SAM HOUSTON
- ☐ UIC: W6D306

Component List

Org Code	Total Unrated Pos	Total Orgs	Org W/ Pos	Org W/O Pos	Encumb Pos	Vacant Pos	Total Pos
FRSEW6D30638AAAA OFC OF THE DEPUTY CHIEF OF STAFF, G1 CIVILIAN HUMAN RESOURCES AGENCY (CHRA) NORTH CENTRAL REGIONAL DIRECTOR'S OFC FT SAM HOUSTON CIV PERS ADVISORY CTR FORT SAM HOUSTON, TX 38AAAA	0	1	1	0	4	0	4
FRSEW6D30638BAAAA OFC OF THE DEPUTY CHIEF OF STAFF, G1 CIVILIAN HUMAN RESOURCES AGENCY (CHRA) NORTH CENTRAL REGIONAL DIRECTOR'S OFC FT SAM HOUSTON CIV PERS ADVISORY CTR LABOR/MANAGEMENT EMP RELATIONS BRANCH FORT SAM HOUSTON, TX 38BAAAA	2	1	1	0	8	2	10
FRSEW6D30638CAAAA OFC OF THE DEPUTY CHIEF OF STAFF, G1 CIVILIAN HUMAN RESOURCES AGENCY (CHRA) NORTH CENTRAL REGIONAL DIRECTOR'S OFC FT SAM HOUSTON CIV PERS ADVISORY CTR PROGRAM MANAGEMENT, TNG, INFO SYS BR FORT SAM HOUSTON, TX 38CAAAA	0	1	1	0	13	0	13

3. Proceed to organization

This screen displays the position data corresponding to the selected organization and the current supervisor attached to each position. There are three different options for selecting a new valid supervisor:

- [illegible]


SSPH Tool Step Guide

Choosing a supervisor from within the currently selected organization -
Choose the supervisor's name from the dropdown selection, which contains all valid supervisors down to the UIC level, and click on the **Submit Changes** button at the bottom of the screen.

You can select numerous supervisor changes before selecting the **Submit Changes** button.

Note: After a supervisor selection has been made, the phrase (pending) will appear behind the supervisor's name until the update has been processed and the nightly Database refresh has occurred.

5a. Choose a valid supervisor from the dropdown



The screenshot shows a dropdown menu for the 'HR ASSISTANT' field. The menu is open, displaying a list of supervisors. The first option is 'ROUTELLE, LENA' with a user ID of '8888'. The second option is 'WREN, TERRI' with a user ID of '8888'. A yellow arrow points from the text '5a. Choose a valid supervisor from the dropdown' to the dropdown menu.

Supervisor	User ID
ROUTELLE, LENA	8888
WREN, TERRI	8888

5a. Click the Submit Changes button when finished

Hint: Clicking on a column heading once will filter the data in ascending order, and clicking the heading twice will filter the data in descending order.

Hint: Once you have completed your supervisor changes, you can click on the middle tab at the top of the screen labeled Browse Components, which will take you back to your original org search and allow you to navigate to a new Org Component.

6

Choosing a supervisor that is outside of the currently selected organization - choose the **Add Supervisor by Name** button at the bottom right of the screen, which will take you to a Name search option. This path is used to search for a supervisor that is in a different org component, or is a military or external supervisor that has already been built into the database.

CPOL Portal 10.32 Desktop - Windows Internet Explorer

https://cpol.army.mil/ako/cpolmain/cpolmain.portal?_nfpb=true&_windowLabel=orgstructure_l12&state=maximized&_pageLabel=page3

File Edit View Favorites Tools Help

CPOL Portal 10.32 Desktop

Org Structure

Filters In Place

- ☐ CPAC Location: FORT SAM HOUSTON
- ☐ UIC: W6D306
- ☐ Org Code: FRSEW6D30638CAAAA

Hierarchy Change Form

☐ Your listing is limited to 1000 results

Current Supervisor	Prev Supervisor	New Supervisor	CPCN	PP-SER1-GR	Position Title	Supv Code	Employee Name	BUS Code	UIC	RPA
GRIDER, DAVID A	Show		303307.1911825	GS-0203-06	HR ASSISTANT (OA)	8	MACHAC, BILLY R	8888	W6D306	N
GRIDER, DAVID A	Show		325181.1911941	GS-0303-07	ADMINISTRATIVE SUPPORT TECH (OA)	8	PROCTOR, TOBBY Q	8888	W6D306	N
GRIDER, DAVID A	Show		337302.2130303	GS-0201-12	HUMAN RESOURCES SPECIALIST	8	PRICE, MILICENT M	8888	W6D306	N
GRIDER, DAVID A	Show		355153.2034159	GS-0201-11	HR SPECIALIST (INFORMATION SYSTEMS)	8	KENT, DIANA	8888	W6D306	N
GRIDER, DAVID A	Show		360894.2087903	GS-0203-06	HR ASSISTANT (EMPLOYEE BENEFITS/OA)	8	GARZA, RUDY	8888	W6D306	N
CASE, MARIE A	Show		366638.2142910	GS-0201-13	SUPERVISORY HUMAN RESOURCES SPECIALIST	2	GRIDER, DAVID A	8888	W6D306	N
GRIDER, DAVID A	Show		369330.2178152	GS-0299-05	STUDENT TRAINEE (HUMAN RESOURCES MGMT/OA)	8	LOWERY, LIONEL Q	8888	W6D306	Y
GRIDER, DAVID A	Show		370589.2160705	GS-0201-09	HUMAN RESOURCES SPECIALIST (INFORMATION SYSTEMS)	8	FRYMAN, LAURIE J	8888	W6D306	N
GRIDER, DAVID A	Show		CH00068.1911982	GS-0201-11	HR SPECIALIST (HR DEVELOPMENT)	8	THOMPSON, JOHN W.	8888	W6D306	N
GRIDER, DAVID A	Show		CH00078.1911967	GS-0201-12	HR SPECIALIST (CLASSIFICATION)	8	HUNTER, JENELL	8888	W6D306	N
GRIDER, DAVID A	Show		CH00078.2101703	GS-0201-12	HR SPECIALIST (CLASSIFICATION)	8	HILL, EUGENE	8888	W6D306	N
GRIDER, DAVID A	Show		CH00109.1912013	GS-0203-07	HR ASSISTANT (HRD/OA)	8	BOUTELLE, LENA	8888	W6D306	N
GRIDER, DAVID A	Show		CH00125.1911929	GS-0201-11	HR SPECIALIST (INFORMATION SYSTEMS)	8				

Export options: ☒ Excel / ☐ CSV

☐ Encumbered: 13

☐ Vacant: 0

(no supervisor)
BLAKE, AUDREY R
CASE, MARIE A
DOE, JOHN J
FERNANDEZ, ALEIDA
GRIDER, DAVID A
JENKINS, ROSALINDA N
PETERSON, LINDSEY N.
REISER, LOU ANN
SANTOS, KEELEE M

Submit Changes

Add Military or External Supervisor

Add Supervisor By Name

6. Click on Add Supervisor By Name

Trusted sites | Protected Mode: Off

100%

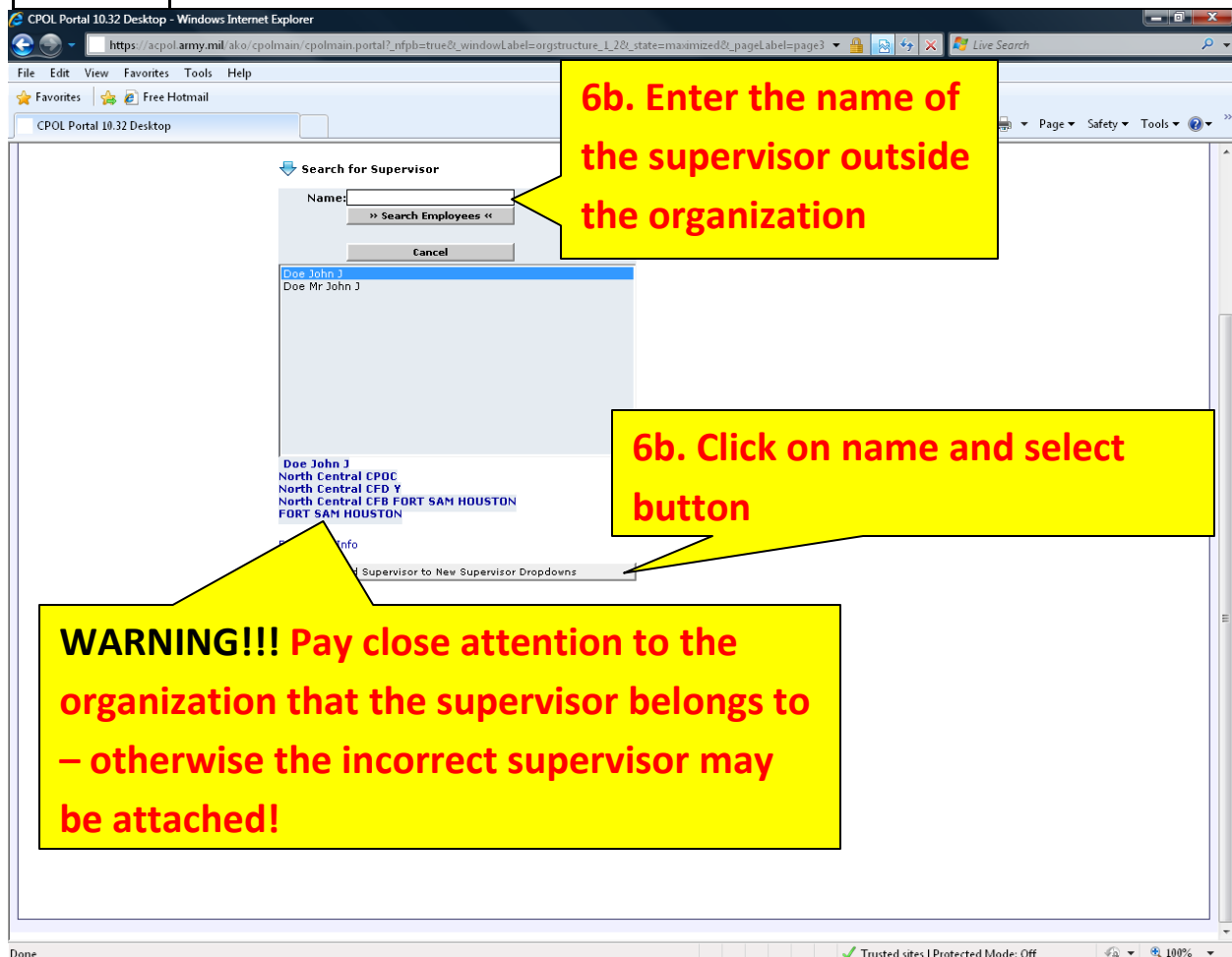
6

After clicking on the **Add Supervisor by Name** button, a name search screen will appear. Enter the name of the supervisor you would like to search for starting with the last name, the % sign, and the first name. If you are having trouble finding the supervisor, it could be due to a couple different reasons:

The name that you are searching for is not a valid supervisor. Only positions with supervisory code of 2 or 4 are included in the drop down list.

The name entered does not match the name structure that has been built in the database. Try narrowing your search down to last name only or partial sections of the name separated by the % sign. (ex. DOE%JOH%) Don't forget that military positions have the rank in between the last and first names, so searching by last name and first name only will not include them in the results.

The supervisor that you are searching for is a military or external position that has not been built yet. If you need to proceed with having them built into the database, please see below in 3c for instructions.



Once the correct name has been found in the listing, highlight the name and click on the **Add Supervisor to New Supervisor Dropdowns** button.

6

Once the supervisor has been found in the name search area, you will return to the original page, where you will be able to find the newly added name at the bottom of the dropdown for selecting a new supervisor. This name will be populated in all dropdowns for this page, but will disappear once you have navigated to another section of the Portal.

Filters In Place

- ☐ CPAC Location: FORT SAM HOUSTON
- ☐ UIC: W6D306
- ☐ Org Code: FRSEW6D30638CAAAA

Hierarchy Change Form

☐ Your listing is limited to 1000 results

Current Supervisor	Prev Supervisor	New Supervisor	CPCN	PP-SERI-GR	Position Title	Supv Code	Employee Name	BUS Code	UIC	RPA
GRIDER, DAVID A	Show		303307.1911825	GS-0203-06	HR ASSISTANT (OA)	8	MACHAC, BILLY R	8888	W6D306	N
GRIDER, DAVID A	Show		325181.1911941	GS-0303-07	ADMINISTRATIVE SUPPORT TECH (OA)	8	PROCTOR, TOBBY Q	8888	W6D306	N
GRIDER, DAVID A	Show		337302.2130303	GS-0201-12	HUMAN RESOURCES SPECIALIST	8	PRICE, MILICENT M	8888	W6D306	N
GRIDER, DAVID A	Show		355153.2034159	GS-0201-11	HR SPECIALIST (INFORMATION SYSTEMS)	8	KENT, DIANA	8888	W6D306	N
GRIDER, DAVID A	Show		360894.2087903	GS-0203-06	HR ASSISTANT (EMPLOYEE BENEFITS/OA)	8	GARZA, RUDY	8888	W6D306	N
CASE, MARIE A	Show		366638.2142910	GS-0201-13	SUPERVISORY HUMAN RESOURCES SPECIALIST	2	GRIDER, DAVID A	8888	W6D306	N
GRIDER, DAVID A	Show		369330.2178152	GS-0299-05	STUDENT TRAINEE (HUMAN RESOURCES MGMT/OA)	8	LOWERY, LIONEL Q	8888	W6D306	Y
GRIDER, DAVID A	Show		370589.2160705	GS-0201-09	HUMAN RESOURCES SPECIALIST (INFORMATION SYSTEMS)	8	FRYMAN, LAURIE J	8888	W6D306	N
GRIDER, DAVID A	Show		CH00068.1911882	GS-0201-09	HR SPECIALIST (HR DEVELOPMENT)	8	THOMPSON, J W	8888	W6D306	N
GRIDER, DAVID A	Show						TER, JENELL	8888	W6D306	N
GRIDER, DAVID A	Show						EUGENE	8888	W6D306	N
GRIDER, DAVID A	Show						TELLE, LENA	8888	W6D306	N
GRIDER, DAVID A	Show						N, TERRI	8888	W6D306	N

Export options: ☒ Excel / CS (no supervisor)

☐ Encumbered:13

☐ Vacant :0

Submit Changes Add Military or External Supervisor Add Supervisor By Name

Once you have selected the newly added external supervisor, click on the **Submit Changes** button at the bottom of the screen. You will then see the new supervisor's name with the phrase (Pending) behind it under the current supervisor column.

7

Choosing to add a Military or External supervisor that is not currently in the database - Choose the **Add Military or External Supervisor** button in the bottom center of the screen, which will pop up an additional window to input the new individual's information.

Note: It is recommended that you search for the individual through the **Add Supervisor By Name** option mentioned above in 5b before you fill out the form to request an addition.

CPOL Portal 10.32 Desktop - Windows Internet Explorer

https://cpolarmy.mil/ako/cpolmain/cpolmain.portal?_nfpb=true&_windowLabel=orgstructure_1_2&state=maximized&_pageLabel=page3

File Edit View Favorites Tools Help

Favorites Free Hotmail

CPOL Portal 10.32 Desktop

Filters In Place

- ☐ CPAC Location: FORT SAM HOUSTON
- ☐ UIC: W6D306
- ☐ Org Code: FRSEW6D30638CAAAA

Hierarchy Change Form

☐ Your listing is limited to 1000 results

Current Supervisor	Prev Supervisor	New Supervisor	CPCN	PP-SERI-GR	Position Title	Supv Code	Employee Name	BUS Code	UIC	RPA
GRIDER, DAVID A	Show		303307.1911825	GS-0203-06	HR ASSISTANT (OA)	8	MACHAC, BILLY R	8888	W6D306	N
GRIDER, DAVID A	Show		325181.1911941	GS-0303-07	ADMINISTRATIVE SUPPORT TECH (OA)	8	PROCTOR, TOBBY Q	8888	W6D306	N
GRIDER, DAVID A	Show		337302.2130303	GS-0201-12	HUMAN RESOURCES SPECIALIST	8	PRICE, MILICENT M	8888	W6D306	N
GRIDER, DAVID A	Show		355153.2034159	GS-0201-11	HR SPECIALIST (INFORMATION SYSTEMS)	8	KENT, DIANA	8888	W6D306	N
GRIDER, DAVID A	Show		360894.2087903	GS-0203-06	HR ASSISTANT (EMPLOYEE BENEFITS/OA)	8	GARZA, RUDY	8888	W6D306	N
CASE, MARIE A	Show		366638.2142910	GS-0201-13	SUPERVISORY HUMAN RESOURCES SPECIALIST	2	GRIDER, DAVID A	8888	W6D306	N
GRIDER, DAVID A	Show		369330.2178152	GS-0299-05	STUDENT TRAINEE (HUMAN RESOURCES MSMT/OA)	8	LOWERY, LIONEL Q	8888	W6D306	Y
GRIDER, DAVID A	Show		370589.2160705	GS-0201-09	HUMAN RESOURCES SPECIALIST (INFORMATION SYSTEMS)	8	FRYMAN, LAURIE J	8888	W6D306	N
GRIDER, DAVID A	Show		CH00068.1911982	GS-0201-11	HR SPECIALIST (HR DEVELOPMENT)	8	THOMPSON, JOHN W.	8888	W6D306	N
GRIDER, DAVID A	Show		CH00078.1911967	GS-0201-11	HR SPECIALIST (CLASSIFICATION)	8	HUNTER, JENELL	8888	W6D306	N
GRIDER, DAVID A	Show						ENA	8888	W6D306	N
GRIDER, DAVID A	Show							8888	W6D306	N

Export options: ☒ Excel / CSV

☐ Encumbered:13

☐ Vacant :0

Submit Changes Add Military or External Supervisor Add Supervisor By Name

7. Click on Add Military or External Supervisor

Trusted sites | Protected Mode: Off 100%

7

The form to request the addition of the military or external supervisor has nine fields, seven of which are required to be filled out properly to ensure proper access into the My Workplace system. **Incorrect data entered into these fields will affect the capability of this individual to enter the My Workplace system.** The following fields are included in this form:

First Name – Individual’s first name

Last Name – Individual’s last name

MI – Individual’s middle initial (not required)

Rank – Current rank if requested individual is military

Gender – Individual’s gender

DOB – Individual’s Date of Birth

SSN – Individual’s social security number (**IMPORTANT – THIS FIELD MUST BE A MATCH TO WHAT IS IN AKO – CHECK FOR ACCURACY BEFORE SUBMITTING REQUEST**)

Org Component – This will consist of a dropdown of all available org component codes within the UIC of the original organization selected. If the individual is a supervisor for more than one org component, only one needs to be selected. Supervisors many times cross numerous org component codes, but the position can only be built under one. This will not affect the capability of the individual to access the My Workplace tool or their employee’s records.

Email – Individual’s email address (preferably the AKO email address)

Request to Add Military/External Rater - Windows Internet Explorer

https://acpol.army.mil/ako/app

Form to Request Addition of Military/External Supervisor

*First Name: *Last Name:

MI:

Rank: *Gender: Male

*DOB(MM/DD/YYYY): 01 01 1997 *SSN:

*Org Component: FRSEW6D30638CAAAA

*Email:

All * Fields are Required.

Once all of the required information has been entered, click the **Submit Request** button. If the individual exists in the database you will receive a message asking you to search under the **Add Supervisor By Name** function. If the request to build the individual has been recently submitted, you will receive a message stating that the process has not been completed yet.

It will take at least 24 hours for the record to be built into the database. At that time you will be able to find them in the **Add Supervisor By Name** option mentioned in 5b.

Accessing the Self Service Position Hierarchy Tool (SSPH) through the Employee Data Portlet

- In order to locate the supervisor for a specific employee or to view the employees that a supervisor currently supervises, you must access the tool under the Employee Data portlet.

Step	Action
1	Navigate to the Employee portlet within your Manager tab

The screenshot shows the CPOL (Civilian Personnel On-Line) interface. At the top, there's a navigation bar with tabs: HOME, EMPLOYEE, HR SPECIALIST, and REPORTS. Below this, the breadcrumb trail reads "CPOL > HR Specialist Info". The main content area features several portlets. The "Employee Data" portlet is highlighted with a yellow callout box that says "1. Click on 'Go' under the Employee portlet". The callout points to the "Go" button in the portlet's header. Other visible portlets include "InBox Statistics", "Org Structure", "RPA Tracker", and "Helpdesk".

2

Select the employee. Highlight the appropriate name and click on the small green globe next to the Employee Info link.

CPOL Portal 10.32 Desktop - Windows Internet Explorer

https://acpol.army.mil/ako/cpolmain/cpolmain.portal?_nfpb=true&_windowLabel=EmployeeData_L1&_urlType=action&_pageLabel=page:...

File Edit View Favorites Tools Help

CPOL Portal 10.32 Desktop

Monday, November 28, 2011 Logout

U.S. ARMY CIVILIAN PERSONNEL ONLINE

HOME EMPLOYEE HR SPECIALIST REPORTS

CPOL > HR Specialist Info

Library Help Helpdesk Edit Account Info

Employee Data

Please Select an Employee

By Name

For

» Search Employees «

Wren Terri Ann

Wren Terri Ann
North Central CPOLC
North Central CFB Y
North Central CFB FORT SAM HOUSTON
FORT SAM HOUSTON
GS-0201-11/02

Employee Info

Position Info

NPA/ RPA History

Helpdesk History

OPF Tracker Info

Org Structure

ATTENTION: The information contains Personal Information protected by the Privacy Act (5 USC 552a).
Safeguard in accordance with Federal Register, 32 CFR Part 505, The Army Privacy Program, Final Ruling, 10
August 2006 as codified by AR 340-21 paragraphs 4-4c (personal information must be afforded at least the
protection required for information designated "For Official Use Only." (See AR 340-17, chap IV.) to be protected
in the same manner as For Official Use Only).

2a. Select employee to update

2b. Click on the Green globe to launch the Employee Info window

Done Trusted sites | Protected Mode: Off 100%

3

Once the **Employee Info** screen appears, you will see the **Current Supervisor** field appear next to the **Position Title**. To change the supervisor for this individual, click on the **SSPH** tab near the bottom of the tabbed listing.

The screenshot shows the CPOL Portal interface in a Windows Internet Explorer browser. The address bar displays the URL: https://acpol.army.mil/ako/cpolmain/cpolmain.portal?_nfpb=true&_windowLabel=EmployeeData_1_10&_urlType=action&_pageLabel=page:. The browser window title is "CPOL Portal 10.32 Desktop - Windows Internet Explorer".

The portal navigation bar includes tabs for HOME, EMPLOYEE, HR SPECIALIST, and REPORTS. The current page is "CPOL > HR Specialist Info". The user profile "terri.wren" is visible in the top right corner, along with links for Library, Help, Helpdesk, and Edit Account Info.

The main content area is titled "Employee Data" and contains a section "Please Select an Employee". Below this, there is a search bar with "By Name" and "For" fields, and a "Search Employees" button. A list of search results is shown, with "Wren Terri Ann" selected. The details for Wren Terri Ann are displayed in a tabbed format, with the "Employee Info" tab active. The details include:

- Name: WREN, TERRI, ANN
- Title: [HR SPECIALIST \(INFORMATION SYSTEMS\)](#)
- PS-Occ Code-PB: GS-0201-11/02
- Current Supervisor: GRIDER, DAVID A











On the right side of the details, there is a vertical menu with various tabs, including General, Awards, Appraisal, Benefits, Info Assurance, LQA & Overseas, Salary, SCD, Training, TSP, Retained, WGI, Security, Education, Leave, SPEP, Appointment, SSPH, and SS Info. The "SSPH" tab is highlighted with a yellow callout box that contains the text: "3. Click the SSPH tab to navigate to the Change Supervisor".

The bottom of the browser window shows the status bar with "Done", "Trusted sites | Protected Mode: Off", and a zoom level of "100%".

4a

Employee is not a supervisor: If the Employee that you have searched on is a non-supervisory employee, you will be taken directly to the Hierarchy Change Form for the employee's organization. This page has the same functionality as searching through the Org Structure portlet and will allow you to either select new supervisors from the dropdown, add a supervisor from another organization to the dropdown to be selected, or request to have new Military or External users built in the database. Detailed instructions for these three steps are described above.

Organizational Structure - Windows Internet Explorer

GRIDER, DAVID A	Show		355153.2034159	GS-0201-11	SPECIALIST (INFORMATION SYSTEMS)	8	KENT, DIANA	8888	W6D3
GRIDER, DAVID A	Show		360894.2087903	GS-0203-06	HR ASSISTANT (EMPLOYEE BENEFITS/OA)	8	GARZA, RUDY	8888	W6D3
CASE, MARIE A	Show		366638.2142910	GS-0201-13	SUPERVISORY HUMAN RESOURCES SPECIALIST	2	GRIDER, DAVID A	8888	W6D3
GRIDER, DAVID A	Show		369330.2178152	GS-0299-05	STUDENT TRAINEE (HUMAN RESOURCES MGMT/OA)	8	LOWERY, LIONEL Q	8888	W6D3
GRIDER, DAVID A	Show		370589.2160705	GS-0201-09	HUMAN RESOURCES SPECIALIST (INFORMATION SYSTEMS)	8	FRYMAN, LAURIE J	8888	W6D3
GRIDER, DAVID A	Show		CH00068.1911982	GS-0201-11	HR SPECIALIST (HR DEVELOPMENT)	8	THOMPSON, JOHN W.	8888	W6D3
GRIDER, DAVID A	Show		CH00078.1911967	GS-0201-12	HR SPECIALIST (CLASSIFICATION)	8	HUNTER, JENELL	8888	W6D3
GRIDER, DAVID A	Show		CH00078.2101703	GS-0201-12	HR SPECIALIST (CLASSIFICATION)	8	HILL, EUGENE	8888	W6D3
GRIDER, DAVID A	Show		CH00109.1912013	GS-0203-07	HR ASSISTANT (HRD/OA)	8	BOUTELLE, LENA M	8888	W6D3
GRIDER, DAVID A	Show		CH00125.1911929	GS-0201-11	HR SPECIALIST (INFORMATION SYSTEMS)	8	WREN, TERRI ANN	8888	W6D3

Export options: ☒ Excel / CSV

☐ Encumbered:13

☐ Vacant :0

Submit Changes Add Military or External Supervisor Add Supervisor By Name

4b

Employee is a Supervisor: If the searched Employee is a valid supervisor with employees currently attached in the hierarchy, you will first be taken to the Rated Employee Listing page containing a list of all subordinate employees.

Two main functions that can be completed on this page are changing the supervisor for one of the subordinate employees or adding additional employees to the employee's hierarchy.

1.) Changing the Rater for one of the subordinate employees: To navigate to the Hierarchy Change form for a specific subordinate employee, click on the **Org Component** link in the second column, this will take you to the Hierarchy Change Form for that Org Component.

Organizational Structure - Windows Internet Explorer

Current Supervisor	Prev Supervisor	Employee's OrgComponent	CPCN	PP-SERI-GR	Position Title	Supv Code	Employee Name	BUS Code	UIC	RP
GRIDER, DAVID A	Show	FRSEW6D30638CAAAA	303307.1911825	GS-0203-06	HR ASSISTANT (OA)	8	MACHAC, BILLY R	8888	W6D306	N
GRIDER, DAVID A	Show	FRSEW6D30638CAAAA	325181.1911941	GS-0303-07	ADMINISTRATIVE SUPPORT TECH (OA)	8	PROCTOR, TOBBY Q	8888	W6D306	N
GRIDER, DAVID A	Show	FRSEW6D30638CAAAA	337302.2130303	GS-0201-12	HUMAN RESOURCES SPECIALIST	8	PRICE, MILICENT M	8888	W6D306	N
GRIDER, DAVID A	Show	FRSEW6D30638CAAAA	355153.2034159	GS-0201-11	HR SPECIALIST (INFORMATION SYSTEMS)	8	KENT, DIANA	8888	W6D306	N
GRIDER, DAVID A	Show	FRSEW6D30638CAAAA	360894.2087903	GS-0203-06	HR ASSISTANT (EMPLOYEE BENEFITS/OA)	8	GARZA, RUDY	8888	W6D306	N
GRIDER, DAVID A	Show	FRSEW6D30638CAAAA	369330.2178152	GS-0299-05	STUDENT TRAINEE (HUMAN RESOURCES MGMT/OA)	8	LOWERY, LIONEL Q	8888	W6D306	Y
GRIDER, DAVID A	Show	FRSEW6D30638CAAAA	370589.2160705	GS-0201-09	HUMAN RESOURCES SPECIALIST (INFORMATION SYSTEMS)	8	FRYMAN, LAURIE J	8888	W6D306	N
GRIDER, DAVID A	Show	FRSEW6D30638CAAAA	CH00068.1911982	GS-0201-	HR SPECIALIST (HR)	8	THOMPSON, JOHN W.	8888	W6D306	N
GRIDER, DAVID A	Show	FRSEW6D30638CAAAA				8		8888	W6D306	N
GRIDER, DAVID A	Show	FRSEW6D30638CAAAA				8		8888	W6D306	N
GRIDER, DAVID A	Show	FRSEW6D30638CAAAA				8		8888	W6D306	N
GRIDER, DAVID A	Show	FRSEW6D30638CAAAA	CH00125.1911929	GS-0201-11	HR SPECIALIST (INFORMATION SYSTEMS)	8	WREN, TERRI ANN	8888	W6D306	N

Add External Employees

1. Click on the Org Component link to change the supervisor for a subordinate employee

2.) Adding Additional Subordinate Employee to the Supervisor's hierarchy: To add someone to the Employee's hierarchy, click on the **Add External Employees** button.

2. Click on the Add External Employees button to add subordinate employees to the hierarchy

Search for and navigate to the appropriate organization the additional employee is in.

Organizational Structure - Windows Internet Explorer

Search

Org Code ▼ FRSEW6D30638CAAAA Search

Begin by entering a search string in the form above.

Click on the employees that you wish to reassign to new Hierarchy. This will take you to their Change Hierarchy Form.

3. Click on the Reassign button to navigate to their Change Hierarchy page

Current Supervisor	Prev Supervisor	Reassign?	IC	RPA
GRIDER, DAVID A	Show	<input type="checkbox"/>	W6D306	N
GRIDER, DAVID A	Show	<input type="checkbox"/>	W6D306	N
GRIDER, DAVID A	Show	<input type="checkbox"/>	W6D306	N
GRIDER, DAVID A	Show	<input type="checkbox"/>	W6D306	N
GRIDER, DAVID A	Show	<input type="checkbox"/>	W6D306	N
CASE, MARIE A	Show	<input type="checkbox"/>	W6D306	N
GRIDER, DAVID A	Show	<input type="checkbox"/>	W6D306	Y
GRIDER, DAVID A	Show	<input type="checkbox"/>	W6D306	N
GRIDER, DAVID A	Show	<input type="checkbox"/>	W6D306	N

Problems?

If you have a Military or External user that has changed organizations or has retired, please contact your CPAC Information Systems Division with detailed information and they will be able to assist you.

If you have problems with your access in the Portal (supervisors showing wrong employees, etc.), contact your CPAC Information Systems Division:

FSH CPAC	fsh.cpac.dcpds.helpdesk@conus.army.mil	221-0862
		221-0963
		221-0388