

SELF SERVICE POSITION HIERARCHY QUICK GUIDE FOR SUPERVISORS

IMPORTANT: Personnel actions cannot be processed for employees whose position hierarchy is left blank. The Defense Civilian Personnel System (DCPDS) cannot process personnel actions (SF50s) on employees with a blank/missing position hierarchy. This may result in pay issues for the employee.


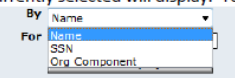
Every 90 days Supervisors (Civilian and Military) should review their unit's Org Structure in CPOL to ensure appropriate hierarchy assignment of the employees they supervise.

Supervisors must immediately review and update the hierarchy in Org Structure in CPOL under the following conditions:

- Upon personnel actions moving a user to a supervisory position within the unit. This includes temp or perm, e.g. reassignment, promotion, new appointment, conversion.
- Upon personnel actions realigning employees into the unit.

When supervisors depart a unit his/her hierarchy information is removed from the unit and all down-level employee position become blank. Down-level position hierarchies must be updated to avoid pay issues. If the vacant supervisory position is not immediately filled, choose a replacement/alternate supervisor e.g. higher level supervisor. If an alternate supervisor account is not readily available, contact the servicing CPAC to add a supervisory position to the org structure. Personnel actions cannot be processed for employees whose hierarchy is left blank.

Self Service Position Hierarchy Quick Guide for Managers

1. Go to <http://cpol.army.mil/> . Log into the Portal **Portal Login**
2. Select your Manager Tab
3. Click 'GO' on Employee Data Portlet- when the employee list displays it will only display 1000 employees at a time, if you have access to more than 1000 you will need to type the employee name to view additional employees.
4. Click on Org Structure 
 - a. If you have access to more than one Org structure, only the org structure of employee currently selected will display. You will need to either type in an employee who is in another org structure or search by org Component 
5. After you click on Org Structure a Hierarchy Change Form is displayed
6. You will be able to view the Current Supervisor as well as a drop for the New Supervisor. If updates need to be made select the correct supervisor for the employees. (If the supervisor is not in the drop down list see the next step.)
After all have been selected scroll to the bottom of the page

Current Supervisor	Prev Supervisor	New Supervisor
AGBAYANI, BRENDYN C (pending)	Show	
AGBAYANI, BRENDYN C (pending)	Show	(no supervisor) ARFI ADDO, CHRISTINA S
7. If any changes were made; at the bottom select Submit Changes. You will then see Pending for up to two days (as displayed above). If the supervisor is not in the drop down select add supervisor by name. If the supervisor is Active Duty Military or a contractor, use the "Add Military or External Supervisor" button and complete all of the fields. If you need assistance or run into problems, please contact your servicing CPAC representative so they may assist you.

