

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.

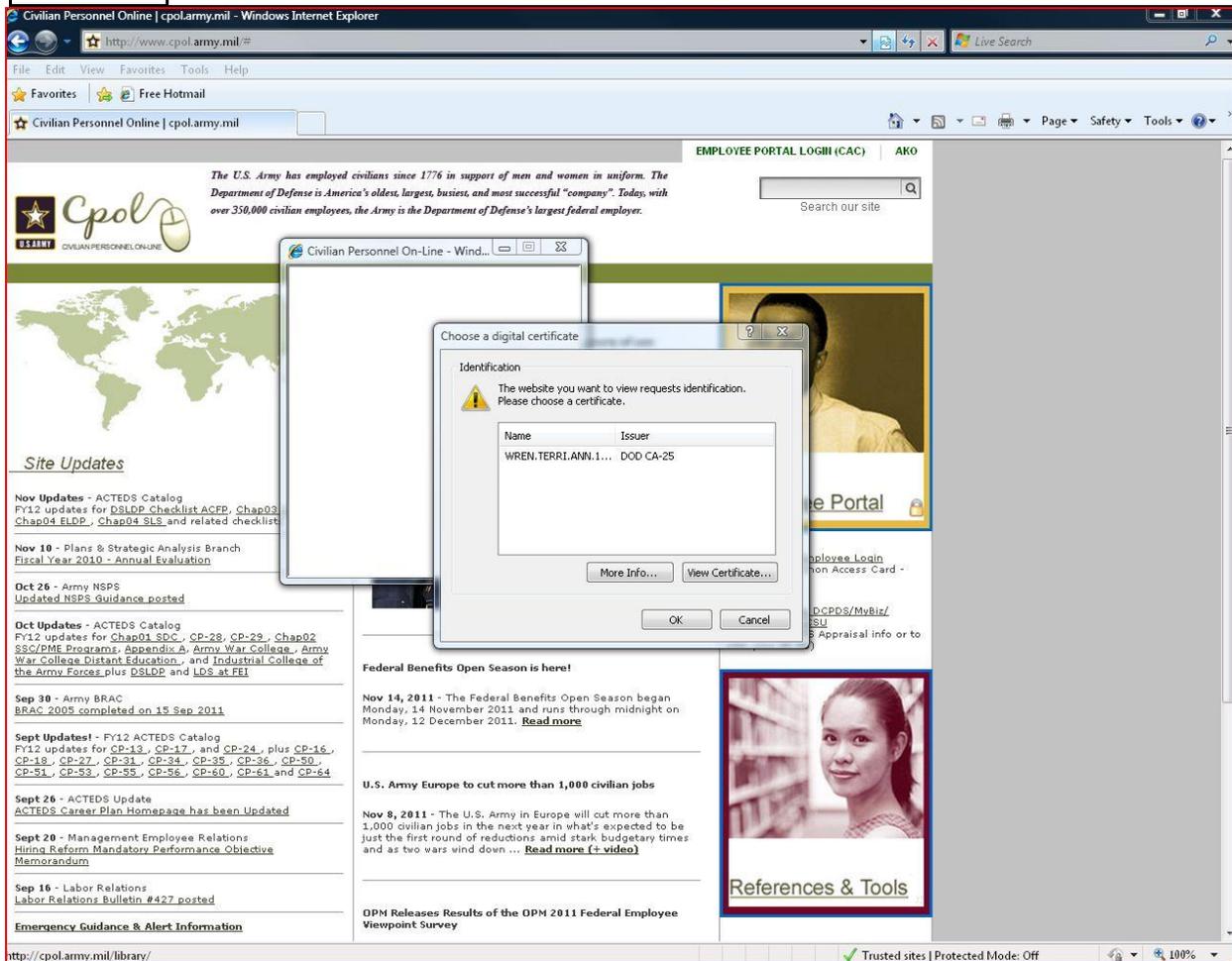
Accessing the Self Service Position Hierarchy Tool (SSPH)

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:



2 To open a list of all available organizations, click on **Org Code** tab.

The screenshot shows the CPOL (Civilian Personnel Online) interface. At the top, there is a navigation bar with tabs for HOME, EMPLOYEE, HR SPECIALIST, and REPORTS. The current page is titled "CPOL > HR Specialist Info". Below the navigation bar, there are utility icons for Library, Help, Helpdesk, and Edit Account. The main content area is titled "Org Structure" and contains a search bar and a "Browse Components" button. On the left, there are "Filters In Place" for CPAC Location (FORT SAM HOUSTON) and UIC (W6D306). Below the filters is a "Component List" table. On the right side of the table, there are four tabs: "Org Code", "UIC", "CPAC Location", and "Command". A yellow callout box with the text "2. Click on Org Code" points to the "Org Code" tab.

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

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

Monday, November 28, 2011

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
FRSEW6D30638AAAAA 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 38AAAAA	0	1	1	0	4	0	4
FRSEW6D30638BAAAAA 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 38BAAAAA	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

Org Code
UIC
CPAC Location
Command

3. Proceed to organization

4

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:

- Choosing a supervisor from within the organization down to the UIC level
- Choosing the **Add Supervisor By Name** button at the bottom right of the screen, which will allow you to search for a valid supervisor outside the organization
- Choosing the **Add Military or External Supervisor** button which allows you to input data for military or external supervisors that need to be built under the organization and do not currently exist in the database.

The screenshot shows the 'Org Structure' page in a web browser. The page displays a table of positions with columns for Current Supervisor, Prev Supervisor, New Supervisor, CPCN, PP-SERI-GR, Position Title, Supv Code, Employee Name, BUS Code, UIC, and RPA. The table lists several positions, each with a 'Show' button next to the 'Prev Supervisor' field. Three yellow callout boxes are overlaid on the screenshot:

- 4a. Choosing from within Organization**: Points to the 'New Supervisor' dropdown menu in the first row of the table.
- 4b. Searching outside Organization**: Points to the 'Add Military or External Supervisor' button at the bottom of the page.
- 4c. Adding Military or External Supervisor**: Points to the 'Add Supervisor By Name' button at the bottom of the page.

At the bottom of the page, there are buttons for 'Submit Changes', 'Add Military or External Supervisor', and 'Add Supervisor By Name'. The browser's address bar shows the URL: https://acpolarmy.mil/ako/cpolmain/cpolmain.portal?_nfpb=true&_windowLabel=orgstructure_L_20_state=maximized&_pageLabel=page3

5

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.

The screenshot shows the 'Org Structure' page in a web browser. The page has a 'Filters In Place' section with the following settings: CPAC Location: FORT SAM HOUSTON, UIC: W6D306, and Org Code: FRSEW6D30638CAAAA. Below this is a 'Hierarchy Change Form' section with a note: 'Your listing is limited to 1000 results'. The main content is a table with columns: Current Supervisor, Prev Supervisor, New Supervisor, CPCN, PP-SERI-GR, Position Title, Supv Code, Employee Name, BUS Code, UIC, and RPA. The table contains 15 rows of data. A dropdown menu is open under the 'New Supervisor' column for the first row, showing a list of names including 'BLAKE, AUDREY R', 'CASE, MARIE A', 'DOE, JOHN J', 'FERNANDEZ, ALEIDA', 'GRIDER, DAVID A', 'JENKINS, ROSALINDA N', 'PETERSON, LINDSEY N', 'REISER, LOU ANN', and 'SANTOS, KEELEE M'. Two yellow callout boxes with red text are overlaid on the screenshot. The first callout points to the dropdown menu and says '5a. Choose a valid supervisor from the dropdown'. The second callout points to the 'Submit Changes' button at the bottom of the page and says '5a. Click the Submit Changes button when finished'. The 'Submit Changes' button is highlighted in blue.

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		366638.2142310	GS-0201-13	SUPERVISORY HUMAN RESOURCES SPECIALIST	2	GRIDER, DAVID A	8888	W6D306	N
GRIDER, DAVID A	Show		369330.2178152	GS-0299-12	STUDENT TRAINEE (HUMAN RESOURCES)	8	LOWERY, LIONEL	8888	W6D306	Y
GRIDER, DAVID A	Show								W6D306	N
GRIDER, DAVID A	Show								W6D306	N
GRIDER, DAVID A	Show								W6D306	N
GRIDER, DAVID A	Show								W6D306	N
GRIDER, DAVID A	Show								W6D306	N
GRIDER, DAVID A	Show								W6D306	N
GRIDER, DAVID A	Show								W6D306	N
GRIDER, DAVID A	Show								W6D306	N
GRIDER, DAVID A	Show								W6D306	N

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.

The screenshot shows the CPOL Portal 'Org Structure' page. At the top, there are filters for CPAC Location (FORT SAM HOUSTON), UIC (W6D306), and Org Code (FRSEW6D30638CAAAA). Below the filters is a table with columns for Current Supervisor, Prev Supervisor, New Supervisor, CPCN, PP-SERT-GR, Position Title, Supv Code, Employee Name, BUS Code, UIC, and RPA. The table lists various supervisors, including GRIDER, DAVID A, CASE, MARIE A, and others. At the bottom of the page, there are buttons for 'Submit Changes', 'Add Military or External Supervisor', and 'Add Supervisor By Name'. A yellow callout box with red text points to the 'Add Supervisor By Name' button.

Current Supervisor	Prev Supervisor	New Supervisor	CPCN	PP-SERT-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	ROUTELE, 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

Buttons: Submit Changes, Add Military or External Supervisor, Add Supervisor By Name

Callout box: 6. Click on Add Supervisor By Name

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.

6b. Enter the name of the supervisor outside the organization

6b. Click on name and select button

WARNING!!! Pay close attention to the organization that the supervisor belongs to – otherwise the incorrect supervisor may be attached!

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.

6c. Click on newly added supervisor name

6d. Click Submit Changes

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		355153.2034152	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		CH0068.1911982	GS-0201-09	HR SPECIALIST (HR DEVELOPMENT)	8	THOMPSON, T 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 / CSV (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.

The screenshot shows a web browser window displaying a list of supervisors. The browser address bar shows the URL: https://cpolarmy.mil/ako/cpolmain/cpolmain.portal?nfpb=true&windowLabel=orgstructure_L12&state=maximized&pageLabel=page3. The page title is "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 MSBTT/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

Buttons at the bottom: Submit Changes, Add Military or External Supervisor, Add Supervisor By Name

A yellow callout box with red text says: **7. Click on Add Military or External Supervisor**

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:	<input type="text"/>	*Last Name:	<input type="text"/>
		MI:	<input type="text"/>
Rank:	<input type="text"/>	*Gender:	Male
*DOB(MM/DD/YYYY):	01 01 1997	*SSN:	<input type="text"/>
		*Org Component:	FRSEW6D30638CAAAA
*Email:	<input type="text"/>		

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 Online) interface. At the top, there is a navigation bar with tabs for HOME, EMPLOYEE, HR SPECIALIST, and REPORTS. Below this, the breadcrumb path is CPOL > HR Specialist Info. The main content area features several portlets: Employee Data, InBox Statistics, Org Structure, RPA Tracker, and Helpdesk. A yellow callout box with red text points to the 'Go' button of the Employee Data portlet, with the instruction: "1. Click on 'Go' under the Employee portlet".

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

The screenshot shows the CPOL Portal interface in Internet Explorer. The browser address bar displays the URL: https://acpol.army.mil/ako/cpolmain/cpolmain.portal?_nfpb=true&_windowLabel=EmployeeData_L1&_urlType=action&_pageLabel=page:. The page title is "CPOL Portal 10.32 Desktop". The navigation menu includes "HOME", "EMPLOYEE", "HR SPECIALIST", and "REPORTS". The current page is "CPOL > HR Specialist Info".

The "Employee Data" section is active, showing a search interface with a dropdown menu set to "By Name" and a search box. Below the search box, a list of employees is displayed, with "Wren Terri Ann" highlighted. A yellow callout box labeled "2a. Select employee to update" points to this name.

Below the search results, there is a privacy notice: "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)." Below this notice, a list of links for the selected employee is shown, including "Employee Info", "Position Info", "NPA/ RPA History", "Helpdesk History", "OPF Tracker Info", and "Org Structure". A yellow callout box labeled "2b. Click on the Green globe to launch the Employee Info window" points to the "Employee Info" link.

The browser status bar at the bottom shows "Done", "Trusted sites | Protected Mode: Off", and "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 displays the CPOL Portal interface. At the top, the browser address bar shows the URL: https://acpol.army.mil/ako/cpolmain/cpolmain.portal?nfpb=true&windowLabel=EmployeeData_1_1&urType=action&pageLabel=page:. The page title is "CPOL Portal 10.32 Desktop" and the user is logged in as "terri.wren".

The main content area is titled "Employee Data" and includes a search section: "Please Select an Employee" with a dropdown menu set to "By Name" and a search button. Below the search, a list of employees is shown, with "Wren Terri Ann" selected. To the right of the search results, the "Employee Info" tab is active, displaying the following details:

- 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 screen, there is a vertical navigation menu with various tabs. The "SSPH" tab is highlighted with a yellow callout box containing the text: "3. Click the SSPH tab to navigate to the Change Supervisor". Other tabs in the menu include General, Awards, Appraisal, Benefits, Info Assurance, LOA & Overseas, Salary, SCD, Training, TSP, Retained, WGI, Security, Education, Leave, SPEP, Appointment, and SSPH Info.

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.

The screenshot shows a web browser window titled "Organizational Structure - Windows Internet Explorer". The main content area displays a table of employee records. Each row includes a name, a "Show" button, a dropdown menu, an ID number, a job title, a count, a supervisor name, and a date. The entry for "WREN, TERRI ANN" is circled in red. Below the table, there are "Export options" for Excel and CSV, and checkboxes for "Encumbered:13" and "Vacant :0". At the bottom, there are three buttons: "Submit Changes", "Add Military or External Supervisor", and "Add Supervisor By Name".

Name	ID	Job Title	Count	Supervisor	Date
GRIDER, DAVID A	355153.2034159	HR SPECIALIST (INFORMATION SYSTEMS)	8	KENT, DIANA	8888 W6D3
GRIDER, DAVID A	360894.2087903	HR ASSISTANT (EMPLOYEE BENEFITS/OA)	8	GARZA, RUDY	8888 W6D3
CASE, MARIE A	366638.2142910	SUPERVISORY HUMAN RESOURCES SPECIALIST	2	GRIDER, DAVID A	8888 W6D3
GRIDER, DAVID A	369330.2178152	STUDENT TRAINEE (HUMAN RESOURCES MGMT/OA)	8	LOWERY, LIONEL Q	8888 W6D3
GRIDER, DAVID A	370589.2160705	HUMAN RESOURCES SPECIALIST (INFORMATION SYSTEMS)	8	FRYMAN, LAURIE J	8888 W6D3
GRIDER, DAVID A	CH00068.1911982	HR SPECIALIST (HR DEVELOPMENT)	8	THOMPSON, JOHN W.	8888 W6D3
GRIDER, DAVID A	CH00078.1911967	HR SPECIALIST (CLASSIFICATION)	8	HUNTER, JENELL	8888 W6D3
GRIDER, DAVID A	CH00078.2101703	HR SPECIALIST (CLASSIFICATION)	8	HILL, EUGENE	8888 W6D3
GRIDER, DAVID A	CH00109.1912013	HR ASSISTANT (HRD/OA)	8	BOUTELLE, LENA M	8888 W6D3
GRIDER, DAVID A	CH00125.1911929	HR SPECIALIST (INFORMATION SYSTEMS)	8	WREN, TERRI ANN	8888 W6D3

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

4b

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.

The screenshot shows a web browser window titled "Organizational Structure - Windows Internet Explorer". The main content is a table listing employees under the supervisor "GRIDER, DAVID A". Each row includes a "Show" button, the employee's name, position title, and other details. At the bottom of the page, there is a button labeled "Add External Employees". A yellow callout box with red text points to this button.

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-	HUMAN RESOURCES	8	FRYMAN, LAURIE J	8888	W6D306	N
GRIDER, DAVID A	Show	FRSEW6D30638CAAAA					PERSON, W.	8888	W6D306	N
GRIDER, DAVID A	Show	FRSEW6D30638CAAAA					ER,	8888	W6D306	N
GRIDER, DAVID A	Show	FRSEW6D30638CAAAA						8888	W6D306	N
GRIDER, DAVID A	Show	FRSEW6D30638CAAAA	2013	GS-0203-07	HR ASSISTANT (HRD/OA)	8	BOUTELLE, LENA M	8888	W6D306	N
GRIDER, DAVID A	Show	FRSEW6D30638CAAAA	11929	GS-0201-11	HR SPECIALIST (INFORMATION SYSTEMS)	8	WREN, TERRI ANN	8888	W6D306	N

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

Add External Employees

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

