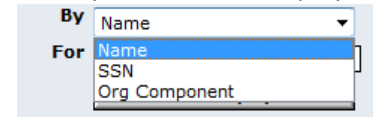


Self Service Position Hierarchy Quick Guide for Managers

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) ARIELARDO, 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.