

QUICK GUIDE FOR THE SELF SERVICE POSITION HIERARCHY TOOL (SSPH)

To view the full step-by-step instructions for using the Self Service Position Hierarchy Tool (SSPH) for supervisors with the CPOL Portal Manager tab, please visit: <http://cpol.army.mil/library/news/docs/SSPH-Guide-for-Supervisors.pdf>.

This tool will allow you to view and update supervisors for each employee in your organizational hierarchy. Proper alignment of supervisors and employees is important within DCPDS in order to enable full functionality for TeleWork and other Army Civilian HR functions.

To access the Self Service Position Hierarchy Tool (SSPH):

1. You must have a CSU account and you must have a Manager tab within the CPOL Portal. If this is not the case, please contact your CHRA region in the chart below.
 2. Navigate to the CPOL Portal at: <http://cpol.army.mil> and login with your CAC.
 3. Select the Manager tab.
 4. The SSPH tool is located under the Org Structure Portlet. Click the "Go!" box.
 5. Select the "Org Code" tab on the right.
 6. Select the number link under the "Total Pos" column that represents the organization for which you wish to align employees to their supervisor.
 7. Use the drop-downs in the "New Supervisor" column to add or correct the supervisor for each employee listed.
8. If the correct supervisor is not found in the drop-down list, please refer to the full instruction link at: <http://cpol.army.mil/library/news/docs/SSPH-Guide-for-Supervisors.pdf>.

Problems?

If you have a Military or External user that has changed organizations or has retired or you have problems with your access in the Portal (supervisors showing wrong employees, etc.), please contact your region's Information Systems Division with detailed information and they will be able to assist you.

CHRA Region	Email Address	Telephone #
Europe	usarmy.kaiserslautern.chra.mbx.rdo-eur-help@mail.mil	
Korea	usarmy.henry.chra-fe.mbx.chra-helpdesk@mail.mil	315-768-6586
Northeast	usarmy.APG.chra.mbx.ne-functional-helpdesk@mail.mil	410-306-0290 dsn 458
North Central	usarmy.RIA.chra.mbx.helpdesk@mail.mil	309-782-7498 dsn 793
South Central	usarmy.redstone.chra-sc.list.cpoctr-helpdesk@mail.mil	256-842-6631 dsn 788
Southwest	usarmy.riley.chra.mbx.helpdesk@mail.mil	785-239-2000 dsn 856
West	chra-west.chra-west.helpdesk@mail.mil	520-533-8105 dsn 821