

## Step by Step:

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

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#### Supervisors and HR Specialists

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

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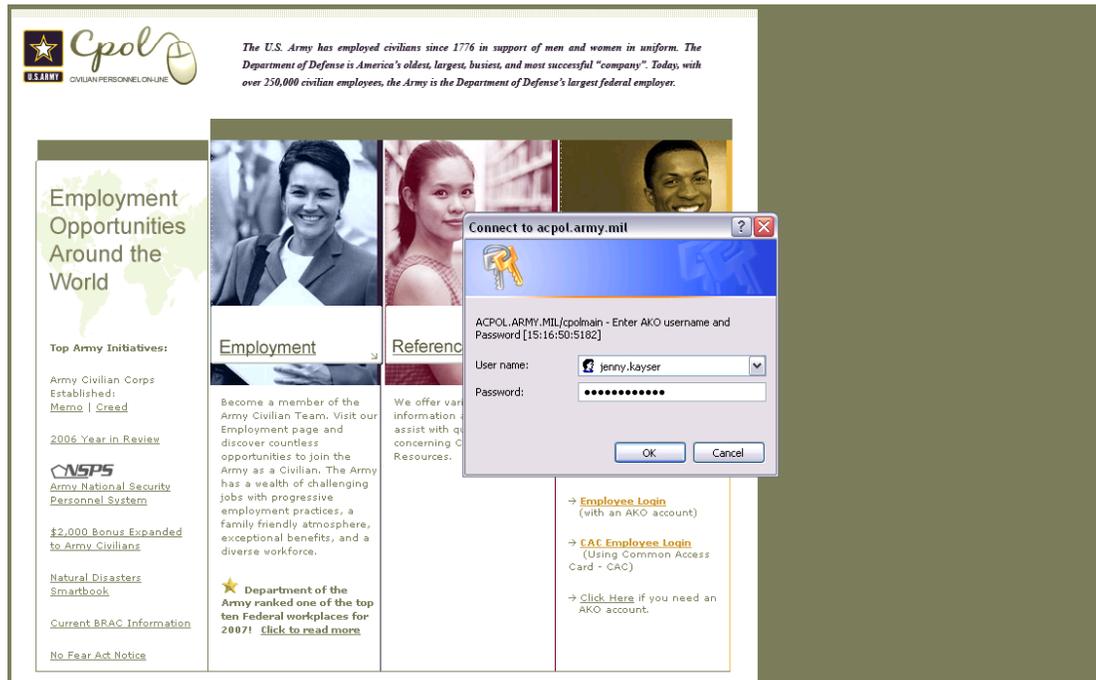
#### Accessing the Self Service Position Hierarchy Tool (SSPH)

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

Step	Action
1	Open your web browser and navigate to <a href="http://cpol.army.mil">http://cpol.army.mil</a> .

2 Log into the Employee Portal using your AKO user ID and password (or your CAC login).

- If you are logging in with your AKO user name and password, you will be prompted to enter them.
- If you are logging in with your CAC, you will be prompted to enter your PIN number.

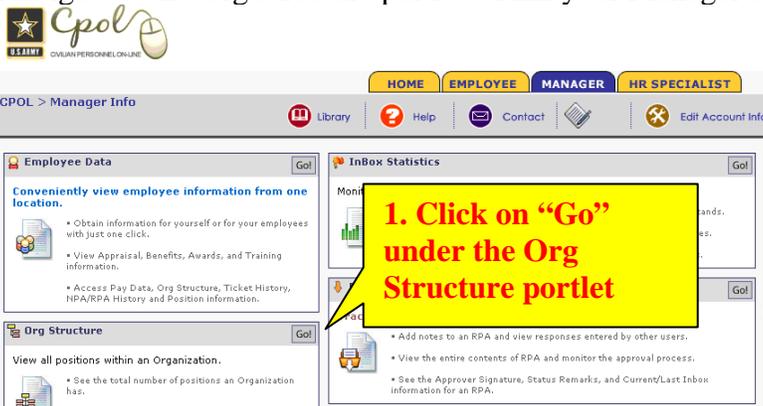


3 Click on the "Manager" or "HR Specialist" tab at the top of the screen.



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

In order to update numerous raters 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 raters within that organization down to the UIC level. If the valid rater is not available in the dropdown, you will have an option to search for a rater by Name at the bottom of the page.

Step	Action
1	<p>Navigate to the Org Structure portlet within your Manager or HR Specialist tab:</p> 
2	<p>Using the search options available, enter the search criteria for the organization that you wish to view or update the hierarchy.</p> 

3

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

**3a. Proceed to organization**

Org Code	Total Unrated Pos	Total Orgs	Org W/ Pos	Org W/O Pos	Encumb Pos	Vacant Pos	Total Pos
BGSEW6D3AA1	0	1	1	0	4	0	4
BGSEW6D3AA1A							11

4

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

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

**4a. Choosing from within Organization**

**4b. Searching outside Organization**

**4c. Adding Military or External Rater**

Current Rater	New Rater	CPCN	PP-SERI-GR	Position Title	Supv Code	Employee Name	BUS Code	UIC	RP
KALL EDWARD A (pending)		101563.1024475	YP-0299-01	STUDENT TRAINEE (HR/INFO SYS)	8	ERICKSEN, WENDY A.	8888	W6D3AA	N
		99K52.1159504	YA-0201-01	HUMAN RESOURCES SPEC (INFO SYS)	8	Vacant	8888	W6D3AA	Y
KALL EDWARD A (pending)		99K52.1023354	YA-0201-01	HUMAN RESOURCES SPEC (INFO SYS)	8	RICHGRUBER, STEVEN	8888	W6D3AA	N
KALL EDWARD A		RA250.1178094	YC-0201-01	SUPV HUMAN RESOURCES SPEC (INFO)	2	REYNOLDS, LINDA M	8888	W6D3AA	N
PARADIS RICHARD A							8888	W6D3AA	N
							8888	W6D3AA	N
REYNOLDS LINDA M (pending)		RA300.1178094	YC-0201-01	HUMAN RESOURCES SPEC (INFO SYS)	8	BARBER, HEIDI J.	8888	W6D3AA	N
KALL EDWARD A (pending)		RA300.1178094	YC-0201-02	HUMAN RESOURCES SPEC (INFO SYS)	8	KASINGER, REBECCA A	8888	W6D3AA	N
		RA300.1178094	YA-0201-02	HUMAN RESOURCES SPEC (INFO SYS)	8	TRIER, PAUL G.	8888	W6D3AA	N
KALL EDWARD A (pending)		RA300.1178094	YA-0201-02	HUMAN RESOURCES SPEC (INFO SYS)	8	TRIER, PAUL G.	8888	W6D3AA	N
		RA300.1178094	YA-0201-02	HUMAN RESOURCES SPEC (INFO SYS)	8	TRIER, PAUL G.	8888	W6D3AA	N
		RA700.1178094	YC-0201-01	HUMAN RESOURCES SPEC (INFO SYS)	8	REYNOLDS, LINDA M	7777	W6D3AA	N

4a

**Choosing a rater from within the currently selected organization** - Choose the rater's name from the dropdown selection, which contains all valid raters down to the UIC level, and click on the Submit Rater Changes button at the bottom of the screen. You can select numerous rater changes before selecting the Submit Rater Changes button.

**Note:** After a rater selection has been made, the phrase (pending) will appear behind the raters name until the update has been processed and the nightly CSU Database refresh has occurred.

**Filters In Place**

Org Code: BGSEW6D3AANCA10

**Rater Change Form**

Your listing is limited to 1000 results

Current Rater	New Rater	CPCN	PP-SERI-GR	Position Title	Supv Code	Employee Name	BUS Code	UIC	RPA
KALL EDWARD A (pending)		101563.1024475	YP-0299-01	STUDENT TRAINEE (HR/INFO SYS)	8	ERICKSEN, WENDY A.	8888	W6D3AA	N
		99KS2.1159504	YA-0201-01	HUMAN RESOURCES SPEC (INFO SYS)	8	Vacant	8888	W6D3AA	Y
KALL EDWARD A (pending)		99KS2.1023354	YA-0201-01	HUMAN RESOURCES SPEC (INFO SYS)	8	RICHGRUBER, STEVEN	8888	W6D3AA	N
KALL EDWARD A		RA250.1178094	YC-0201-02	SUPV HUMAN RESOURCES SPEC (INFO SYS)	2	REYNOLDS, LINDA M	8888	W6D3AA	N
PARADIS RICHARD A							8888	W6D3AA	N
REYNOLDS LINDA M (pending)		RA300.1087473	YA-0201-02	HUMAN RESOURCES SPEC (INFO SYS)	8	BARBER, HEIDI J.	8888	W6D3AA	N
KALL EDWARD A (pending)		RA300.1061172	YA-0201-02	HUMAN RESOURCES SPEC (INFO SYS)	8	KASINGER, REBECCA A	8888	W6D3AA	N
KALL EDWARD A (pending)		RA300.1087473	YA-0201-02	HUMAN RESOURCES SPEC (INFO SYS)	8	TRIER, PAUL C.	8888	W6D3AA	N
		RA300.1087473	YA-0201-02	HUMAN RESOURCES SPEC (INFO SYS)	8	KAYSER, JENNY A.	8888	W6D3AA	N
		RA790.1					8888	W6D3AA	N
		RA790.1					8888	W6D3AA	N

**4a. Choose a valid rater from the dropdown**

**4a. Click the Submit Rater Changes button when finished**

Encumbered:0  
 Vacant:0

**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 rater 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.

4b

**Choosing a rater that is outside of the currently selected organization** - choose the Add Rater 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 rater that is in a different org component, or is a military or external rater that has already been built into the CSU database.



The screenshot shows a software interface with a table of data. A yellow callout box with red text points to the 'Add Rater By Name' button at the bottom right. The table contains the following data:

		02		LISA M	8888	W6D3AA	N
	BA790.1230434	YP-0326-01	OFFICE AUTOMATION TEL	HOWELL, MANDY M.	7777	W6D3AA	N

Below the table, there are two checkboxes:  Encumbered:13 and  Vacant :3. At the bottom, there are three buttons: 'Submit Rater Changes', 'Add Military or External Rater', and 'Add Rater By Name'.

4b

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

- The name that you are searching for is not a valid rater. As per NSPS Guidelines, only positions with supervisory code of 2 or 4 can perform rater duties.
- The name entered does not match the name structure that has been built in the CSU. Try narrowing your search down to last name only or partial sections of the name separated by the % sign. (ex. SMI%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 rater 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 CSU database, please see below in 4c for instructions.

Search for Rater

Name (can be partial) SMITH JOHN

>> Search Employees <<

SMITH JOHN W  
SMITH JOHN T.  
SMITH JOHN S  
**SMITH JOHN B**  
SMITH JOHN H  
SMITH JOHN R  
SMITH JOHN W  
SMITH JOHN H  
SMITH JOHNNIE

Redstone Staff/Class Div  
BRANCH 2  
REDSTONE ARSENAL (AMCOM)  
YC-0346-03/00

Employee Info

Add Rater to New Rater Dropdowns

**4b. Enter the name of the rater outside the immediate organization**

**WARNING!!! – Pay careful attention to the organization that the rater belongs to – otherwise the incorrect rater will be attached!**

**4b. Click on name and select button**

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

4b

Once the rater 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 rater. This name will be populated in all dropdowns for this page, but will disappear once you have navigated to another section of the Portal.

The screenshot shows a dropdown menu with a search bar containing 'KALL EDWARD A (pending)'. Below the search bar is a list of names: HOAGUE KELLI R, KALL EDWARD A, KRUSH JOY C, LANE NANCY A, MORGAN EMILY G, NICKLES MICHAEL A, OFSLAGER PATRICIA A, PARADIS RICHARD A, RANGI KALPANA, RAUCH REBECCA A, REYNOLDS LINDA M, SABIN TIMOTHY PHILIP, SCHWABE CATHERINE J, TAGHON CYNTHIA G, VANDEGEUCHTE RENA K, VILMONT LEONA F, WILLIAMS MICHAEL L, and SMITH JOHN B. To the right of the list are three columns: 'P', 'B', and 'N'. Below the list are three buttons: 'Submit Rater Changes', 'Add Military or External Rater', and 'Add Rater By Name'. A yellow callout box with red text points to the 'Submit Rater Changes' button.

**4b. Click on newly added rater name and select the Submit Rater Changes button**

**4b. Click Submit Rater Changes**

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

4c

**Choosing to add a Military or External rater that is not currently in the CSU -** Choose the Add Military or External Rater 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 Rater By Name option mentioned above in 4b before you fill out the form to request an addition.

The screenshot shows a form with two dropdown menus. The first dropdown menu has 'RA300.11S1624' selected, and the second has 'RA790.1230434' selected. To the right of the dropdowns are two columns: 'WED3AA' and 'N'. Below the dropdowns are two checkboxes: 'Encumbered:13' and 'Vacant :3'. At the bottom of the form are three buttons: 'Submit Rater Changes', 'Add Military or External Rater', and 'Add Rater By Name'. A yellow callout box with red text points to the 'Add Military or External Rater' button.

**4c. Click on Add Military or External Rater**

4c

The form to request the addition of the military or external rater 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 and take action on their employee's appraisals.** 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 – PLEASE CHECK THIS FIELD FOR CORRECTNESS 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 rater for more than one org component, only one needs to be selected. Raters 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 appraisals.
- Email – Individual's email address (preferably the AKO email address)

 **Form to Request Addition of Military/External Rater**

*First Name:	<input type="text"/>	*Last Name:	<input type="text"/>
		MI:	<input type="text"/>
Rank:	<input type="text"/>	*Gender:	Male <input type="text"/>
*DOB(MM/DD/YYYY):	01 <input type="text"/> 01 <input type="text"/> 1993 <input type="text"/>	*SSN:	<input type="text"/>
	*Org Component:	BGSEW6D3AANCA10 <input type="text"/>	
*Email:	<input type="text"/>		

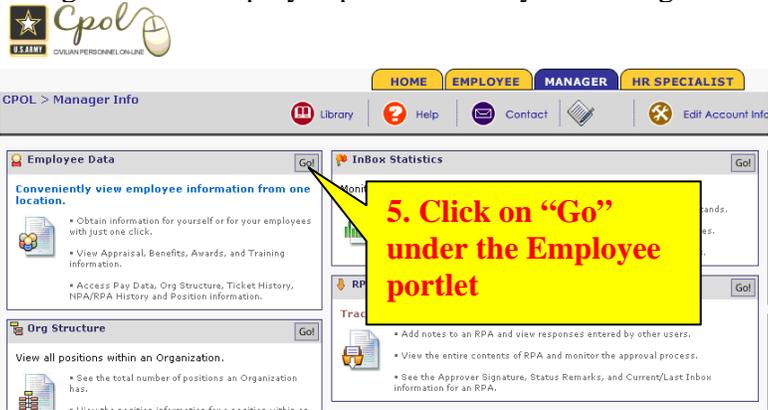
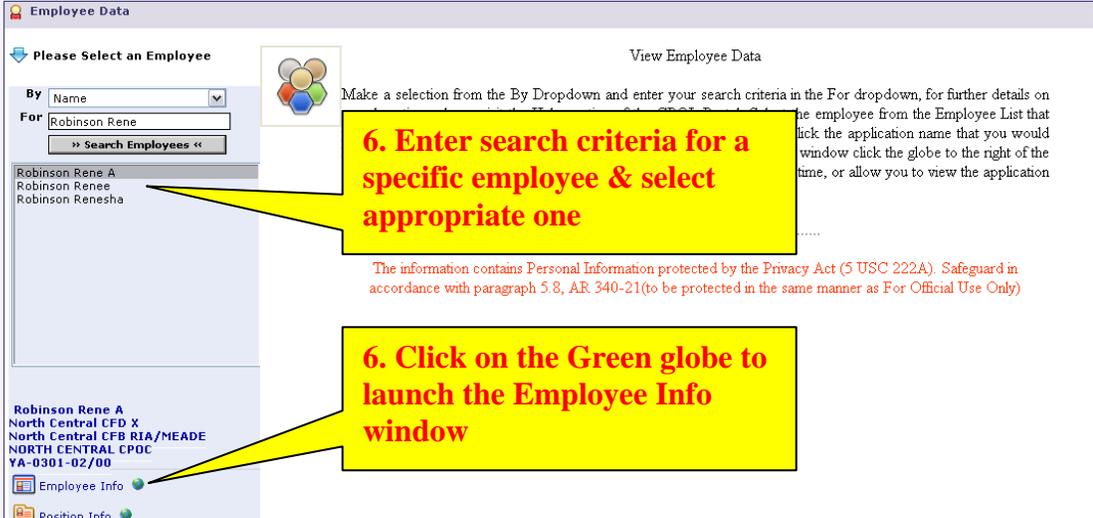
 **All \* Fields are Required.**

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 Rater 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 DCPDS and flow into the CSU database. At that time you will be able to find them in the Add Rater By Name option mentioned in 4b.

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

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

Step	Action
5	<p>Navigate to the Employee portlet within your Manager or HR Specialist tab:</p> 
6	<p>Using the search options available, enter the search criteria for the employee that you wish to view. Highlight the appropriate name and click on the small green globe next to the Employee Info link.</p>  <p>The information contains Personal Information protected by the Privacy Act (5 USC 222A). Safeguard in accordance with paragraph 5.8, AR 340-21(to be protected in the same manner as For Official Use Only)</p>

7

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

Employee Info

Name: ROBINSON, RENE, A PS-Occ Code-PB: YA-0301-02  
 Title: AUTOMATION INTEGRATION SPECIALIST Current Rater: [Red Circle]  
 Servicing CPAC: (BG) NORTH CENTRAL CPOC  
 Servicing CPOC: North Central CPOC

General Data

Your Personal Information

BRAC Indicator Code (---)  
 Position Description Number 231652.1069096  
 Date of Birth 1961-03-10  
 Citizenship (1) U.S. Citizen, includ  
 Work Schedule (F) Full-Time  
 Agency (AR) Dept of the Army  
 Duty Status (00) No Action Pending

General  
 Awards  
 Appraisal  
 Benefits  
 LQA & Overseas  
 Salary  
 SCD  
 Training  
 TSP  
 Retained  
 WGI  
 Security  
 Education  
 Leave  
 SPEP  
 Appointment  
 SSPH

7. Click the SSPH tab to navigate to the Change Rater page

8a

**Employee is not a Rating Official:** If the Employee that you have searched on is a non-supervisory employee, you will be taken directly to the Rater 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 raters from the dropdown, add a rater from another organization to the dropdown to be selected, or request to have new Military or External users built in the CSU Database.

Detailed instructions for these three steps are described above in steps 4a through 4c.

Rater Change Form

Your listing is limited to 1000 results

Current Rater	New Rater	CPCN	PP-SERI-GR	Position Title	Supv Code	Employee Name	BUS Code	UIC	RPA
		231652.1069096	YA-0301-02	AUTOMATION INTEGRATION SPECIALIST	8	ROBINSON, RENE A	7777	W6D3AA	N
		231654.1069120	YA-0301-02	AUTOMATION INTEGRATION SPECIALIST	8	FOSS, NANCY A	7777	W6D3AA	N
KRAPFL, DAVID J		231654.1069131	YA-0301-02	AUTOMATION INTEGRATION SPECIALIST	8	WILLIAMS, MICHAEL L	7777	W6D3AA	N
NICKLES, MICHAEL A		238871.1265448	YC-0301-02	SUPV AUTOMATION INTEGRATION SPEC	2	Vacant	8888	W6D3AA	N
GRIGGS, MARILYN F		RA870.1140921	YB-0305-01	MAIL AND FILE TECH (MVO)	8	NEWMAN, CYNTHIA D	7777	W6D3AA	N
		RA975.1024035	YA-2210-02	IT SPECIALIST	8	REDDING, DANIEL D	7777	W6D3AA	N

Encumbered:19  
 Vacant :1

Submit Rater Changes Add Military or External Rater Add Rater By Name

8b

**Employee is a Rating Official:** If the searched Employee is a valid Rater 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.

Three main functions that can be completed in this page are changing the rater for the employee originally searched on, changing the rater for one of the subordinate employees, or adding additional employees to the employee's hierarchy.

**1.) Changing the Rater for the Employee originally searched on:** To navigate to the Rater Change Form for the Employee that you originally searched on, click on the Search Tab at the top of the screen.

Current Rater	Employee's OrgComponent	CPCN	PP-SERI-GR	Position Title	Supv Code	Employee Name	BUS Code	UIC	RPA
<a href="#">KRAPEL, DAVID J (pending)</a>	<a href="#">BGSEW6D3AANCA20</a>	<a href="#">231652.1069096</a>	YA-0301-02	<a href="#">AUTOMATION INTEGRATION SPECIALIST</a>	8	<a href="#">ROBINSON, RENE A</a>	7777	W6D3AA	N
<a href="#">KRAPEL, DAVID J (pending)</a>	<a href="#">BGSEW6D3AANCA20</a>	<a href="#">231654.1069120</a>	YA-0301-02	<a href="#">AUTOMATION INTEGRATION SPECIALIST</a>	8	<a href="#">FOSS, NANCY A</a>	7777	W6D3AA	N
<a href="#">KRAPEL, DAVID J</a>	<a href="#">BGSEW6D3AANCA20</a>	<a href="#">231654.1069131</a>	YA-0301-02	<a href="#">AUTOMATION INTEGRATION SPECIALIST</a>	8	<a href="#">WILLIAMS, MICHAEL L</a>	7777	W6D3AA	N
<a href="#">KRAPEL, DAVID J (pending)</a>	<a href="#">BGSEW6D3AANCA20</a>	<a href="#">DA288.1024107</a>	YC-0305-01	<a href="#">SUPV MAIL AND FILE TECH</a>	2	<a href="#">GRIGGS, MARILYN F</a>	8888	W6D3AA	N
<a href="#">KRAPEL, DAVID J (pending)</a>	<a href="#">BGSEW6D3AANCA20</a>	<a href="#">RA975.1024035</a>	YA-2210-02	<a href="#">IT SPECIALIST</a>	8	<a href="#">BEDDING, DANIEL D</a>	7777	W6D3AA	N

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

Current Rater	Employee's OrgComponent	CPCN	PP-SERI-GR	Position Title	Supv Code	Employee Name	BUS Code	UIC	RPA
<a href="#">KRAPEL, DAVID J (pending)</a>	<a href="#">BGSEW6D3AANCA20</a>	<a href="#">231652.1069096</a>	YA-0301-02	<a href="#">AUTOMATION INTEGRATION SPECIALIST</a>	8	<a href="#">ROBINSON, RENE A</a>	7777	W6D3AA	N
<a href="#">KRAPEL, DAVID J (pending)</a>	<a href="#">BGSEW6D3AANCA20</a>	<a href="#">231654.1069120</a>	YA-0301-02	<a href="#">AUTOMATION INTEGRATION SPECIALIST</a>	8	<a href="#">FOSS, NANCY A</a>	7777	W6D3AA	N
<a href="#">KRAPEL, DAVID J</a>	<a href="#">BGSEW6D3AANCA20</a>	<a href="#">231654.1069131</a>	YA-0301-02	<a href="#">AUTOMATION INTEGRATION SPECIALIST</a>	8	<a href="#">WILLIAMS, MICHAEL L</a>	7777	W6D3AA	N
<a href="#">KRAPEL, DAVID J (pending)</a>	<a href="#">BGSEW6D3AANCA20</a>	<a href="#">DA288.1024107</a>	YC-0305-01	<a href="#">SUPV MAIL AND FILE TECH</a>	2	<a href="#">GRIGGS, MARILYN F</a>	8888	W6D3AA	N
<a href="#">KRAPEL, DAVID J (pending)</a>	<a href="#">BGSEW6D3AANCA20</a>	<a href="#">RA975.1024035</a>	YA-2210-02	<a href="#">IT SPECIALIST</a>	8	<a href="#">BEDDING, DANIEL D</a>	7777	W6D3AA	N

8b

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

Organizational Structure - Microsoft Internet Explorer

Search    Browse Component

Filters In Place

Rated Employee Listing

Your listing is limited to 1000 results

Current Rater	Employee's OrgComponent	CPCN	Position Title	Supv. Code	Employee Name	BUS Code	UIC	RPA
KRAPEL, DAVID J (pending)	BGSEW6D3AANCA20	231652.1065	AUTOMATION INTEGRATION SPECIALIST	8	ROBINSON, RENE A	7777	W6D3AA	N
KRAPEL, DAVID J (pending)	BGSEW6D3AANCA20	231654.106912	AUTOMATION INTEGRATION SPECIALIST	8	FOSS, NANCY A	7777	W6D3AA	N
KRAPEL, DAVID J	BGSEW6D3AANCA20	231654.1069131	AUTOMATION INTEGRATION SPECIALIST	8	WILLIAMS, MICHAEL L	7777	W6D3AA	N
KRAPEL, DAVID J (pending)	BGSEW6D3AANCA20	Da288.1024107	SUPV MAIL AND FILE TECH	2	GRIGGS, MARILYN F	8888	W6D3AA	N
KRAPEL, DAVID J (pending)	BGSEW6D3AANCA20	RA975.1024032	IT SPECIALIST	8	REDDING, DANIEL D	7777	W6D3AA	N

Add External Employees

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

Organizational Structure - Microsoft Internet Explorer

Search

Org Code    BGSEW6D3AANCA00d    Search

Begin by entering a search string in the form above.

Click on the employees that you wish to reassign to new raters. This will take you to their Change Rater Forms.

Reassign Rater Form

Your listing is limited to 1000 results

Current Rater	Reassign?	CPCN	Position Title	Supv Code	Employee Name	BUS Code	UIC	RPA
NICKLES, MICHAEL A	<input type="checkbox"/>	255988.1259035	SUPV HUMAN RESOURCES SPEC (INFO SYS)	2	KALL, EDWARD A	8888	W6D3AA	N
PARADIS, RICHARD A	<input type="checkbox"/>	RA220.1160674	SUPV INFORMATION SYSTEMS MANAGER	2	NICKLES, MICHAEL A	8888	W6D3AA	N

Encumbered:2

Vacant :0

Submit New Employees

## Problems?

If you have a Military or External user that has changed organizations or has retired, please contact your region's 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 region's Information Systems Division help desk:

<b>CHRA Region</b>	<b>Email Address</b>	<b>Telephone #</b>
Europe	<a href="mailto:helpdesk@cpoceur.army.mil">helpdesk@cpoceur.army.mil</a>	Germany: 375-9666 Outside Germany: 314-375-9666
Korea	<a href="mailto:cpockor.helpdesk@korea.army.mil">cpockor.helpdesk@korea.army.mil</a>	315-768-6586
Northeast	<a href="mailto:helpdesk@CPOCNER.apg.army.mil">helpdesk@CPOCNER.apg.army.mil</a>	410-306-0290 dsn 458
North Central	<a href="mailto:rock-nccpoc.helpdesk@conus.army.mil">rock-nccpoc.helpdesk@conus.army.mil</a>	309-782-7498 dsn 793
South Central	<a href="mailto:Reds.cpcscr.helpdesk@conus.army.mil">Reds.cpcscr.helpdesk@conus.army.mil</a>	256-842-6631 dsn 788
Southwest	<a href="mailto:rile.SWRHelpDesk@conus.army.mil">rile.SWRHelpDesk@conus.army.mil</a>	785-239-2000 dsn 856
West	<a href="mailto:chrwcp.helpdesk@chra.army.mil">chrwcp.helpdesk@chra.army.mil</a>	520-533-8105 dsn 821