



86FSS Manpower and Personnel Flight

Position Hierarchy Maintenance Tool



Manpower and Personnel Flight Ramstein Air Base

86 FSS/FSEC-D

Mr. Armin Foerst, 478-6661

Chief, Data Management & Support

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Position Hierarchy Maintenance Tool



Civilian Personnel

Data Management and Support Section

Services provided to Ramstein AB

- **Provision of specialized and tailored BO Reports**
e.g. LN Sick Reports, personnel strength, auth/assgn numbers
- **Establishment and Administration of DCPDS Accounts, Group Boxes and Printers**
- **Hard- and Software support for the specialized Personnel Management Program**

and ...

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Position Hierarchy Maintenance Tool



Position Hierarchy

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Position Hierarchy Maintenance Tool



Position Hierarchy



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Position Hierarchy



Is a subset of the Database in
Defense Civilian Personnel Data
System(**DCPDS**)

reflecting the supervisory structure
for all civilian employees

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Position / Employee										
Name	Org	Org Structure Code	PAS	Off Sym	Psn Typ	CPCN	MPCN	Seq Nr	PP-GR	Psn's Supv Status
WILLIAM A	0000 U S AIR FORCE HQ OIAV	EXCHPGM	FP68	OEP	APPR	13	00	13	3	
DOUGLAS C	0000 USAF IN EUROPE CM 0000	CCB	FD70	CCB	APPR	162	00	16	4	Management Official (CSRA)

Level 1 Supervisor					Level 2 Supervisor				
Name	Org	Org Structure Code	Seq Nr	MPCN	Name	Org	Org Structure Code	Seq Nr	MPCN
STEPHEN A	0000 U S AIR FORCE HQ OIAV	EXCHPGM	10	00	THOMAS M	0000 HQ USAF DIR SPT EL HS IA20	EXCHPGM	14	00
BRENT R	0000 USAF IN EUROPE CM 0000	CCB	12	00	PHILIP M	0000 USAF IN EUROPE CM 0000	CCB	14	00

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By order of Air Force Personnel Center (AFPC)

Position Hierarchy Maintenance

It is imperative that

Defense Civilian Personnel Data System (**DCPDS**)
accurately reflects supervisor data

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AFPC Classification's role:

- Build all military virtual positions

Manager's / supervisor's role:

- Update and maintain an accurate supervisory hierarchy in DCPDS

86FSS CPS Data Mgt & Support Section role:

- Assists supervisors in keeping the data up-to-date
- Updates hierarchy data upon request

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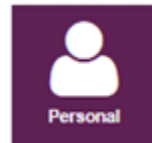
Position Hierarchy Maintenance Tool



Tools are available for Supervisors

- **MyBiz+**

- **Personal**



- **MyTeam**



- **Position Hierarchy Maintenance Tool**



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Position Hierarchy Maintenance Tool



Access DCPDS online:

- Type the following URL
in your Internet Browsers address field

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Position Hierarchy Maintenance Tool



- Type the following URL in your Internet Browsers address field
- <https://compo.dcpds.cpms.osd.mil/>
- Or use the shortcut sent to you ;-)

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Military Supervisors of Civilian Employees

- have a virtual position established in DCPDS



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DCPDS Portal - Login - Windows Internet Explorer
 https://compo.dcpds.cpms.osd.mil/

File Edit View Favorites Tools Help
 Favorites Web Slice Gallery

DCPDS Portal - Login

Login Help | Contact List | Frequently Asked Questions (FAQ)

DCPDS PORTAL

News and Information

Last updated January 08, 2015
 13:00 CDT

Announcing DCPDS/My Biz/My Workplace Downtime - DCPDS will be unavailable for a limited period during the processing of the 2015 Pay Adjustments. Components and Agencies will begin their end of year processing starting Friday, 09 January 2015 and working through Tuesday, 13 January 2015. To optimize pay adjustment processing, DCPDS, My Biz and My Workplace may operate under restricted access. Full access will be restored immediately upon completion of civilian pay adjustment processing for your Component/Agency. Thank you for your patience.

Introducing MyBiz+

MyBiz+ is now available.

MyBiz+ provides at-a-glance personnel information and features direct add, update or edit capabilities, as well as detailed information pages that employees may customize to view the data most important to them.

We encourage you to explore, discover and learn—and then tell us what you think using the MyBiz+ feedback form. Your feedback is important as we enhance the look, feel and dynamics of MyBiz+.

Subsequent releases will include manager and supervisor-related capabilities.

Click [here](#) to read the MyBiz+ Fact Sheet, or log in now to check it out.

Component Help Desk Information

Smart Card Access

Click the login button below and select your non-email digital certificate.

Smart Card Login

First time Smart Card (CAC) user? [Register Here](#)

Returning Non-Smart Card (Non-CAC) User? Click the button below.

Non-Smart Card Access

First time Non-Smart Card (Non-CAC) user? [Register Here](#)
 Password problems? [Reset](#)

For technical problems, select the [Contact List](#) for your organization's computer support Help Desk.

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My Application/Database [Add Additional Application/Databases](#)

Choose your Path



To link your newly created DCPDS Portal account to your existing application/databases. Click the **Add Additional Application/Databases** link above.



To protect your personal information, log out of your DCPDS Portal session by selecting the 'Logout' button.

Logout

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MyBiz+ Other DCPDS Applications - ★ Fav

MyBiz+ offers employees improved navigation and HR information in an easy to understand display!  **GIVE US YOUR FEEDBACK**
 Help us continue to improve MyBiz+ by visiting [Provide Feedback](#) and telling us what you think....

Notifications

Read / Unread	Title
No Notifications At This Time	

★ You have no unread notifications.

Welcome, **Armin Foerst** The information is current as of 29-Oct-2015

Home

★ [Provide Feedback](#)

Key Services

- Manager Functions
 - Performance Management and Appraisal
 - Apply Action(s) to Multiple Employees
 - Manage Trusted Agent Authorization
 - View/Print Performance Management Reports
 - View Previous Requests
 - CIV Fill Request Status
- Update Contact Information
- SF50 Personnel Actions
- Update MySupervisor
- Update MyTeam
- Add Employee
- Remove Employee
- Process Employee Requests
- Hiring Manager's Toolkit

Other Responsibilities/Applications

Responsibilities:
 CIVDOD LN HR MGR-Germany
 CIVDOD PERSONNELIST
 CLASS 9NFOERSTA
 Civ Pos Hier Maint R9NFOERSTA1
 LN CLASS SECUREVIEW9N
 LN PER R9NFOERSTA
 LN Personnelist
 LN Personnelist - Germany
 PER 9NFOERSTA
 STAFF 9NFOERSTA
 VSB RPT 9NFOERSTA

Last Personnel Action

Type of Action:	Individual Cash Award
Effective Date:	01-Sep-2015

Insurance

Not Available for Position Type LN

Pay

Basic Pay:

Detail Pages

Personal

Pay, Leave and Benefits

Professional Development

Position

Performance

Reports

My Team

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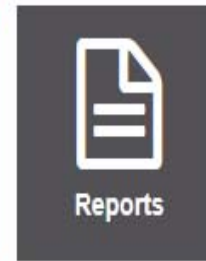


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Detail Pages



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This slide is ...

unintentionally ...

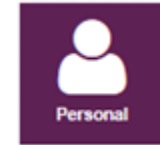
left blank.....;-)

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MyBiz+

Other DCPDS Applications - Favorites -

Employee

Supervisor

Organization

Amin Foerst

Norman K. Femaays

86 FORCE SUPPORT

[Home](#) / [Personal](#)

Data Carousel View

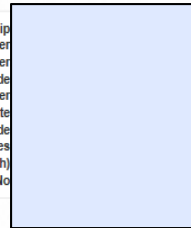
Expand an additional section on page

Personal Information

System EIN (Pers. Nr)
Date of Birth
Citizenship
Certificate Issue Aut
Payroll EIN (Pers. Nr)
Dt Certificate Effective
Handicap Percent
Child Tax Exemptions/ODC N
Dt Residence Permit Expire
Place of Birth



Country World Citizenship
Gender
Employee Number
Work Council Area Code
Certificate Number
Certificate Expiration Date
Tax Class Code
Dt Work Permit Expires
Previous Name (Maiden or Birth)
LN Payroll No



Contact Information

Appointment Information

Disability

Language Information

Veteran Information

Service Computation Date Information

SF50 Personnel Actions

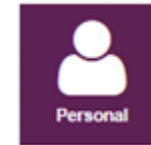
[Accessibility/Section 508](#) | [Privacy and Security Policy](#) | [System Help Desk Contacts](#)

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Personal

- view and verify own Personnel Data
- verify correct supervisor

Other DCPDS Applications ▾ ★ Favorites ▾ Customer Support ▾ Help ▾ Logout

Supervisor	Organization	Action
Norman K. Femaays	86 FORCE SUPP	<ul style="list-style-type: none">Update MySupervisorUPDATE MYTEAMAdd EmployeeRemove EmployeeProcess Employee Requests

Navigation

Back to Start Hide/Show

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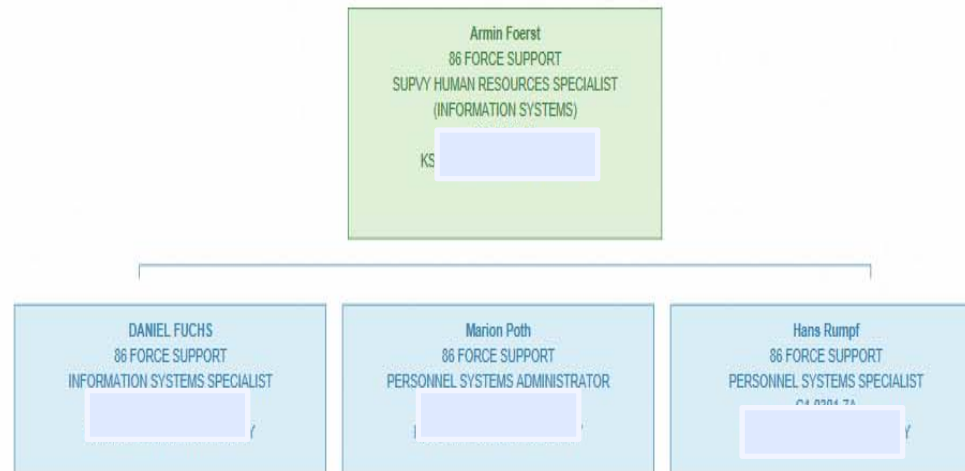
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• My Team

gram



Employee Details

Suspense

View	Name	Position Type	Hire Date	Appointment Type	Type of Employment	
	DANIEL FUCHS	LN		Excepted Indefinite	Full Time Em	daniel.fuchs.2.de@us.
	Marion Poth	LN		Excepted Indefinite	Part Time En	marion.poth.2.de@us.
	Hans Rumpf	LN		Excepted Indefinite	Full Time Em	hans.rumpf.de@us.af.

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Welcome, Armin Foerst

The information is current as of 05-Feb-201

Home

★ [Provide Feedback](#)

☰ Key Services

[My Biz \(LN\)](#)

[My Workplace](#)

[Update Contact Information](#)

[Retrieve SF50](#)

\$ Leave

Not Available for Position Type LN

☰ Other Responsibilities/A

Applications:

[CSU03](#)

[DCPAS Data Dictionary](#)

Responsibilities:

[CIVDOD LN HR MGR-Germany](#)

[CIVDOD PERSONNELIST](#)

[CIVDOD Performance Management](#)

[CLASS 9NFOERSTA](#)

[Civ Pos Hier Maint R9NFOERSTA1](#)

[LN CLASS SECUREVIEW9N](#)

[LN PER R9NFOERSTA](#)

[LN Personnelist](#)

[LN Personnelist - Germany](#)



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Position Hierarchy Maintenance Tool

Position Hierarchy Maintenance (PREVIEW)

Position Hierarchy Maintenance

Name: Status: **Unprocessed**

Description: Effective Date: **05-FEB-2015**

Process Date:

Note: Name field is mandatory and you must enter at least one Selection Criteria and one Multiple Selection Criteria.

Selection Criteria

Owning Agency: Department of the Air Force

Servicing Office ID: Ramstein AB, GE 09012

Personnel Office ID:

Multiple Selection Criteria

Data Elements	Relational Operator	Code	Description
<input type="text" value="Personal Accounting Sym"/>	<input type="text" value="EQUALS"/>	<input type="text" value="RF0DF5CD"/>	<input type="text" value="86 FORCE SUPPORT AF0D1080697 RAI"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Position Hierarchy Maintenance Tool



Oracle Applications - peacock_REG03 (For Official Use Only - Privacy Act of 1974)

File Edit View Folder Tools Window Help

Position Hierarchy Maintenance (FINAL)

Position Hierarchy Maintenance

Name	<input type="text"/>	Status	Unprocessed
Description	<input type="text"/>	Effective Date	23-APR-2015
Note: Name field is mandatory and you must enter at least one Selection Criteria and one Multiple Selection Criteria.		Process Date	<input type="text"/>

Selection Criteria

Owning Agency	<input type="text"/>	<input type="text"/>
Servicing Office ID	<input type="text"/>	<input type="text"/>
Personnel Office ID	<input type="text"/>	<input type="text"/>

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Position Hierarchy Maintenance Tool

Your best option to familiarize yourself....

DEPARTMENT OF DEFENSE
DCPDS

Screen Reader Mode

New Simulation Attachments Links Exit

Show:
 Applicable Topics All Topics Sub

[Position Hierarchy Maintenance Tool](#)

Position Hierarchy Maintenance Tool

This simulation demonstrates how to access and utilize Position Hierarchy Maintenance Tool.

Your feedback is important to us. Please use [ICE MyBiz](https://ice.disa.mil/index.cfm?fa=service_provider_list&site_id=855) (https://ice.disa.mil/index.cfm?fa=service_provider_list&site_id=855) to submit comments and suggestions regarding this simulation. Please provide specific and detailed information when submitting your comments.

Instructions to View Simulation:
Active X controls are required to view this simulation. Follow your Component's procedures for enabling Active X controls.

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Position Hierarchy Maintenance Tool



Position Hierarchy Maintenance (PREVIEW)

Name: FSEC-D 05 Effective Date: 05-FEB-2015

Note: Be sure the supervisor/employee selected is the correct one; employees may have same or similar names.
If the name is not in the list of values (LOV), please contact your Human Resources Office.

Position Hierarchy Maintenance

Name	Employee ID	POA:	Employee Position Name	Super	UIC	AgencyGrp	Org Struct	SOD	Office Symb	Current Reporting To Position	Current Reporting To
[REDACTED]	[REDACTED]	SN00FSCDFSD	40652.LIBRARY TECHNICIAN.1541481.AFC	8		AF00	FSDL	9N	[REDACTED]		
LISA D	[REDACTED]	SN00FSCDFSD	9G082.LIBRARY TECHNICIAN.1668347.AFC	8		AF00	FSDL	9N	[REDACTED]	9S061.SUPERVISORY LIBRARIAN.1390360.AF	[REDACTED]
ES C	[REDACTED]	SN00FSCDFSE	9G953.SUPERVISORY MANPOWER AND P	2		AF00	FSE	9N	[REDACTED]	R14059.DEPUTY DIRECTOR FORCE SUPPORT S	[REDACTED]
istine L	[REDACTED]	SN00FSCDFSE	9G626.HUMAN RESOURCES OFFICER.139	2		AF00	FSE	9N	[REDACTED]	9G953.SUPERVISORY MANPOWER AND PER	[REDACTED]
n	[REDACTED]	SN00FSCDFSEC	40668.SUPVY HUMAN RESOURCES SPEC	2		AF00	FSEC	9N	[REDACTED]	9G626.HUMAN RESOURCES OFFICER.1390480	[REDACTED]
Steven B	[REDACTED]	SN00FSCDFSEC	9S111.SUPV HUMAN RESOURCES SPEC	2		AF00	FSEC	9N	[REDACTED]	9G626.HUMAN RESOURCES OFFICER.1390480	[REDACTED]
er	[REDACTED]	SN00FSCDFSEC	40485.SUPVY HUMAN RESOURCES SPEC	2		AF00	FSEC	9N	[REDACTED]	22430.SUPERVISORY HUMAN RESOURCES SI	[REDACTED]
tra	[REDACTED]	SN00FSCDFSEC	40710.SUPERVISORY HUMAN RESOURCE	2		AF00	FSEC	9N	[REDACTED]	22430.SUPERVISORY HUMAN RESOURCES SI	[REDACTED]
ael	[REDACTED]	SN00FSCDFSEC	24305.SUPVY HUMAN RESOURCES SPEC	2		AF00	FSEC	9N	[REDACTED]	9G626.HUMAN RESOURCES OFFICER.1390480	[REDACTED]
arren G	[REDACTED]	SN00FSCDFSEC	9S111.SUPERVISORY HUMAN RESOURCE	2		AF00	FSEC	9N	[REDACTED]	9G626.HUMAN RESOURCES OFFICER.1390480	[REDACTED]
fgang	[REDACTED]	SN00FSCDFSEC	22430.SUPERVISORY HUMAN RESOURCE	2		AF00	FSEC	9N	[REDACTED]	9G626.HUMAN RESOURCES OFFICER.1390480	[REDACTED]
rey, married	[REDACTED]	SN00FSCDFSEC	22429.SUPVY HUMAN RESOURCES SPEC	2		AF00	FSEC	9N	[REDACTED]	22430.SUPERVISORY HUMAN RESOURCES SI	[REDACTED]

Select / Deselect All

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Position Hierarchy Maintenance Tool



- To make you the shining



and master of the Hierarchy

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Position Hierarchy Maintenance Tool



- **Create a policy on In/out processing for supervisors**
- **Ensure all military supervisors' virtual position is accurate**
when arriving and departing the organization
- **Identify a primary and alternate POC**
- **ensure hierarchy does not get broken when reorganization is performed**

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Position Hierarchy Maintenance Tool



- Assistance is available from your Manpower and Personnel Flight
- At our Sharepoint site you'll find forms and instructions



<https://ice.usafe.af.mil/sites/435MSG/435SVS/FSP/public/default.aspx>

- By e-mail

86fss.fsehierarchy@us.af.mil

- Telephone:
478-6662

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Position Hierarchy Maintenance Tool



Know the PAS Code of your Organization

In DCPDS exists a “Position Hierarchy” part

You are responsible to keep it up-to-date”

Sources to get assistance:

**“?” Tool in Position Hierarchy Maintenance screen
Your CPS’s Data Mgt & Support section**

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Questions?



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