



Defense Civilian Personnel Data System (DCPDS) News



Enterprise Position Hierarchy Maintenance Tool

What is it? Used to establish and maintain the self-service/position hierarchy for all Commands directly in DCPDS. Allows supervisors/managers to view and update their employee records via MyWorkplace.

Why is it important? Position hierarchy will be required for future automated features relating to personnel transactions including Telework, Competencies, eOPF, RPA Checklist, etc.

Who is authorized to update? Available for use by HRO and Command Dir of Civ Per Progs (DCPP) authorized users .

What is required to gain access? **Existing DCPDS Users:** Email from Command DCPP authorizing hierarchy maintenance tool. **New DCPDS Users:** Completed DCPDS User Request Form identifying hierarchy maintenance tool approval.

Additional requirements: Non-civilian supervisors/managers (military/NAF employees) who supervise civilian employees will need to be built in DCPDS prior to execution of the position hierarchy. A completed MyWorkplace user request form is required for these non-civilian supervisors/managers.

Who to contact: Contact your servicing HRSC Helpdesk for further information:

HRSC East:	hrsceast.helpdesk@navy.mil
HRSC Northwest:	HRSCNW-HelpDesk@navy.mil
HRSC Northeast:	Helpdesk.ne@navy.mil
HRSC Southeast:	HRSCSE_HELPDESK@navy.mil
HRSC Southwest:	HRSCSW.Helpdesk@navy.mil