

# Example of how to make updates to your hierarchy report

- Example. Michael Williams does not report to Sara Colonel.
- Step 1. Insert a row below Williams' record.
- Step 2. Copy Name and Sequence # of the correct Rating Official and HLR.
- If Sequence # is unknown, type in the RO and HLR names.

AGENCY	DIRECTORATE	UNIT OR JFHQ SECTION	TECHNICIAN NAME	TECH SEQ #	RO	RO SEQ #	HLR	HLR SEQ #
AR	21ST EN BDE	HQ 21 EN BDE	SMITH, JAMES	123001	LEADER, MARY	123003	OFFICER, JOHN	123004
AR	21ST EN BDE	HQ 21 EN BDE	WILLIAMS, MICHAEL	123002	COLONEL, SARA	123005	NO HLR ASSIGNED	
					LEADER, MARY	123003	OFFICER, JOHN	123004
AR	21ST EN BDE	HQ 21 EN BDE	LEADER, MARY	123003	OFFICER, JOHN	123004	COLONEL, SARAH	123005