

Admin Officer Guide: Enhanced Unit Commander's Financial Report (eUCFR)

INTRODUCTION

As the Admin Officer, you are responsible for providing insight to command leadership and for keeping them informed regarding pay and entitlements of assigned personnel. The eUCFR empowers proactive monitoring of the health of Sailor Pay and provides critical information for decision-making regarding individual accounts. The eUCFR is not a real-time report; it is a snapshot of military pay priority areas updated monthly.

ACCESS

The eUCFR contains Personally Identifiable Information (PII) and Controlled Unclassified Information (CUI); therefore access is restricted to command Triads and designated personnel. Billet-assigned Triad personnel will be automatically granted access within two weeks of being gained. Verify that TRIAD has the access; if not, contact ronnie.g.ates.civ@us.navy.mil, amy.s.godet.civ@us.navy.mil, or anna.k.masterson.civ@us.navy.mil for access. Other designated personnel will need to complete a two-part process.

- Part 1. Complete a SAAR DD Form 2875 (latest version). SAAR will be routed via the requestor's chain of command and command security manager. Navigate to Jupiter (<https://jupiter.data.mil>) and follow the directions provided in PPIB 23-03 to request access.
- Part 2. Upon receiving an email with a link from ADVANA, submit your name, DoDID, PRD, UIC, and official email address to ucfr.fct@navy.mil. Requestors will be notified via email when access has been granted.

OVERVIEW

The eUCFR has nine sheets grouped into dropdown menus at the top of the screen. Each sheet can be engaged in various ways: Filtering data, exporting visualizations/charts, and enabling additional features by selecting various links.

- The "Application Overview" sheet provides users with general information, a description of the report layout, and point of contacts for the application.
- The MILPAY Summary, eUCFR, Basic Needs Allowance, Debt Management, Pending Payments, PCS Gains, and Suspended Status sheets provide in depth analysis of pay of assigned service members. Triad members and Admin Officers should use the available tables to identify and correct Sailor Pay issues.
- The "Self-Service Report" sheet allows users to generate custom reports for their specific needs.

ADMIN OFFICER ACTION

- Obtain eUCFR access. Ensure all CPPAs at your command have access.
- Get familiar with all eUCFR capabilities, particularly preparing/exporting reports and charts – remember, you are the subject matter expert.

- Use the eUCFR as a management tool to get ahead of problems. Discuss pay issues with the Sailor involved and their departmental chain of command, as applicable. Re-evaluate and modify your pay processes and procedures, as necessary.
- Brief the eUCFR and pending pay issues to command leadership monthly, if not more frequently.

REFERENCES

Pay and Personnel Information Bulletins (PIIB) 22-35 and 23-03 and 23-05

<https://mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/>

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https://mynavyhr.navy.mil/Portals/55/Support/PayPers/CPCResources/eUCFR_User-Guide%20v6.pdf?ver=DK1ozNs5rsVrjGT3KYmsNw%3d%3d