



# **MyNavy HR CPPA Command Dashboard Instructional Guide V 2.3**

16 FEB 2023





# System Access Request

Command TRIADS will automatically be granted access to the [MyNavy HR CPPA Command Dashboard](#).

In the event that another member of the command is required to have access, a member of the TRIAD must submit the following information to the MNCC Business Systems Division.

## Account Request

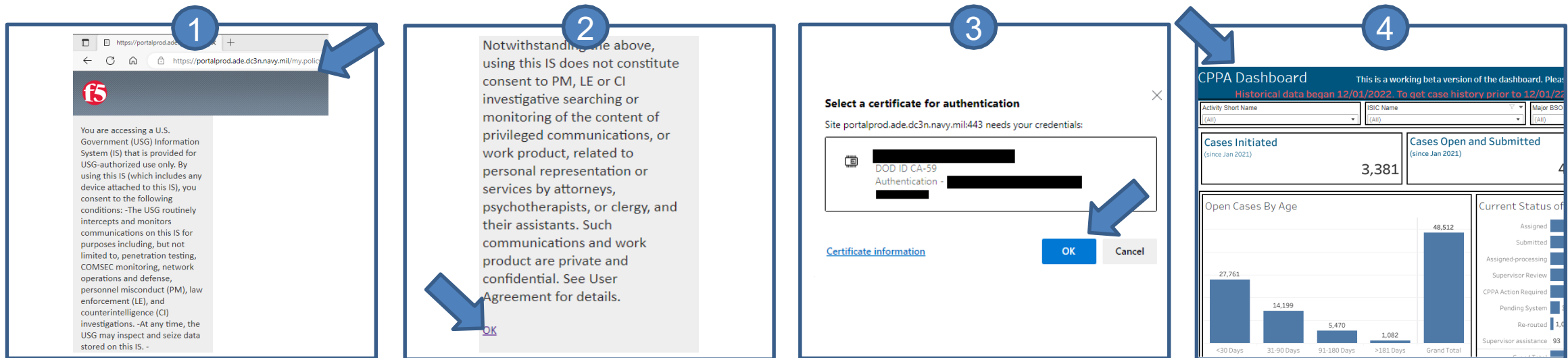
1. Submit an unencrypted email to the following centralized mailbox [ASKMNCC@navy.mil](mailto:ASKMNCC@navy.mil)
2. Subject line shall read “CUI Privacy Sensitive – CPPA Dashboard Request [Requestor’s Name, Rank/Rate, Command Name] For example: CUI Privacy Sensitive – CPPA Dashboard Request Doe, Mary T., PS1, USS Sail
3. The body of the email shall include the following nine elements:
  - 1) Last Name
  - 2) First Name
  - 3) Middle Initial
  - 4) Suffix
  - 5) Rank
  - 6) DODID number
  - 7) Official email address
  - 8) UIC requested
  - 9) PRD
4. Once access is granted, the requestor will receive an email with information about the dashboard and how to access

# How to Login

Follow the steps below to familiarize yourself with logging in and logging out of the system. Usernames and passwords are not required as this is a CAC enabled site.

## Login

1. Go to **MyNavy HR ADE** site at <https://crdash.portalprod.ade.cloud.navy.mil/> Click on the CAC Login
2. Read the US Government Agreement and click “Ok” to proceed
3. Select your authentication certificate and click “Ok”
4. Arrive at the **MyNavy HR CPPA Command Dashboard** landing page



The diagram illustrates the four steps of the login process:

- Step 1:** A browser window showing the URL <https://portalprod.ade.d3n.navy.mil/my.policy>. A blue arrow points to the 'f5' button.
- Step 2:** A US Government Agreement dialog box. A blue arrow points to the 'OK' button at the bottom.
- Step 3:** A 'Select a certificate for authentication' dialog box. It shows a certificate named 'DOD ID CA-59 Authentication'. A blue arrow points to the 'OK' button.
- Step 4:** The 'CPPA Dashboard' landing page. It displays various metrics and charts. A blue arrow points to the dashboard area.

**Note: Microsoft Edge and Google Chrome are the preferred browsers when using Salesforce.**  
Mozilla Firefox may be used if you experience issues with the two recommended browsers.



# MyNavy HR CPPA Command Dashboard – Filters

- 5. In the upper left corner under “Activity Short Name”, click on the small black triangle to display/view the dropdown of options. Uncheck the “(ALL)” box. Search for your command name by: (a) typing your command name in the space above the dropdown list, or (b) by scrolling through the list of commands. Check the next to your command. Multiple selections are allowed.
- 6. To further refine the displayed data use the appropriate “ISIC Name” and/or “Major BSO Name” dropdown filters
- 7. To reset all of the filters press this button

CPPA Dashboard

Export Dash

CPPA Dashboard

This is a working beta version of the dashboard. Please direct all issues to the MNCC and ADE teams.

Historical data began 01/2022. To get case history prior to 12/01/2021, case comments contact your CPPA. Future upgrades will include case history/comments.

Activity Short Name

ISIC Name

Major BSO Name

Activity Echelon Level

Reset All Filters

DDG 01 ANY SHIP

DESRON 100

CFCC

5

COMDESR

COMDESRON 22

☒ DDG 01 ANY SHIP

COMDESRON 28

COMDESRON 31

COMDESRON 40

COMDESRON 60

COMDESRON50

Cases Open and Submitted

(since Jan 2021)

3

44

Cases Closed

(since Jan 2021)

617

Data is Current as of

1/23/2023 6:31:02 PM UTC Zulu

Data feed updates every 30 minutes, please refresh the window

At the top and bottom of the hour

<30 Days

34

31-90 Days

8

91-180 Days

2

Grand Total

44

Current Status of Submitted Cases

Assigned

Submitted

CPPA Action Required

Assigned-processing

Pending System

Re-routed

Supervisor Review

Grand Total

16

12

8

2

2

2

2

44

Open Cases By Month

January 2023

December 2022

November 2022

October 2022

September 2022

Grand Total

32

6

4

1

1

44



# Top Panel Overview

CPPA Dashboard

Export Dash

CPPA Dashboard

This is a working beta version of the dashboard. Please direct all issues to the MNCC and ADE teams.

Historical data began 12/01/2022. To get case history prior to 12/01/22 or case comments contact your CPPA. Future upgrades will include case history/comments.

Activity Short Name

ISIC Name

Major BSO Name

Activity Echelon Level

Reset All Filters

DDG 01 ANY SHIP

DESRON 100

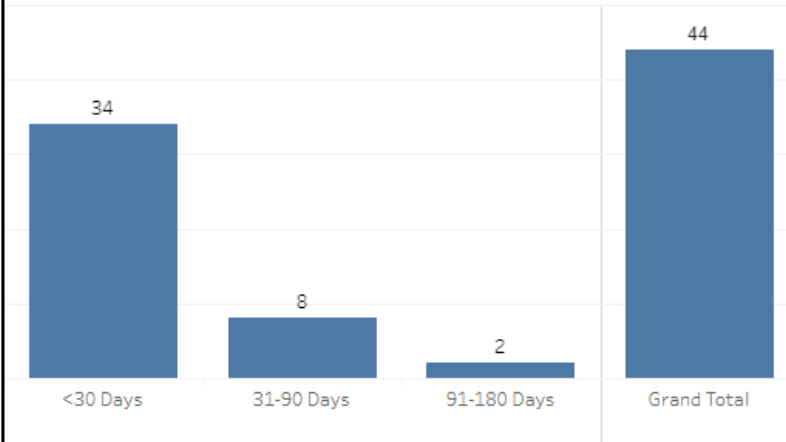
CFFC

5

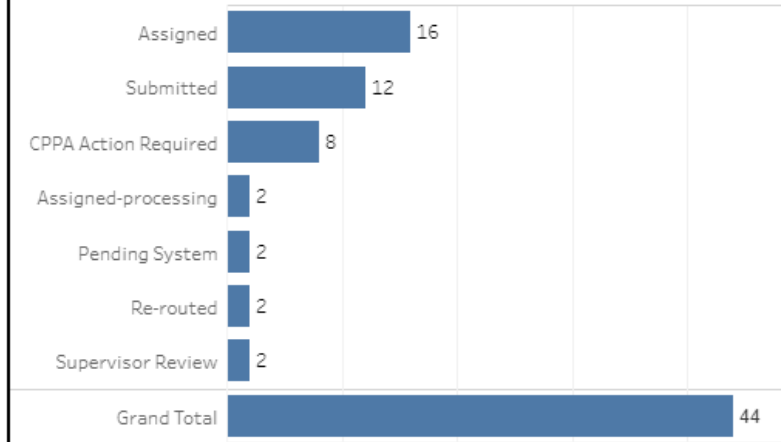
<div>Cases Initiated</div> <div>(since Jan 2021)</div> <div>3</div> <div>Cases that have been “Initiated” by the CPPA but not yet “Submitted” to the TSC.</div>	<div>Cases Open and Submitted</div> <div>(since Jan 2021)</div> <div>44</div> <div>Cases with a Status of “Submitted and Opened” but not “Closed.”</div>	<div>Cases Closed</div> <div>(since Jan 2021)</div> <div>617</div> <div>Number of Cases with a Status of “Closed.”</div>	<div>Data is Current as of</div> <div>1/23/2023 6:31:02 PM UTC Zulu</div> <div>Data feed updates every 30 minutes, please refresh the window</div> <div>At the top and bottom of the hour</div> <div>Data feed is provided to ADE every 30 minutes.</div>
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# Middle Panel

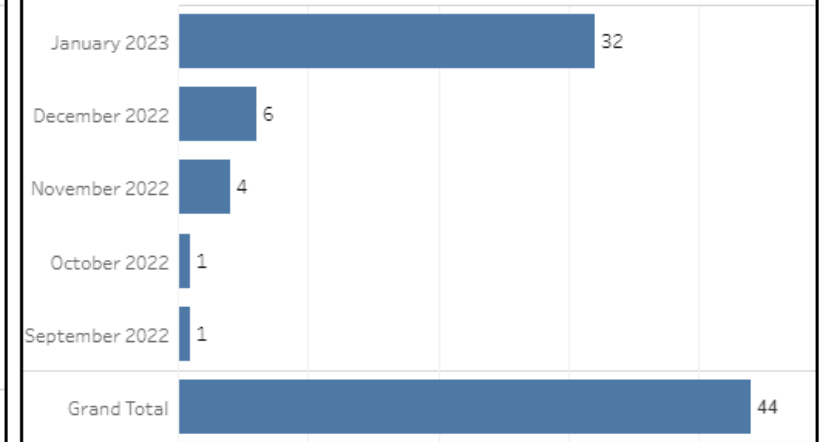
Open Cases By Age



Current Status of Submitted Cases



Open Cases By Month



**“Open Cases By Age”**  
This shows the total number of cases by specific length of time since case creation.

**“Current Status of Submitted Cases”**  
This shows the total number of cases by current cases status.

**“Open Cases By Month”**  
This shows the total number of cases created broken down by month.

# CPPA Command Dashboard – Bottom Lists

8 CPPA Name

(All)

9 Status

(All)

10 Request Type

(All)

11 Problem Code

(All)

Cases Sorted By Age

*Note 1: "Reset All Filters" will NOT remove the filters from these 4 filter boxes. Be sure you see "(All)" and the filter icon does not have a red "x" beside it. In order to see the filter icon, move your cursor above the dropdown box for each of the filter boxes. Click the filter icon to remove the filter, if present.*

Case Number	Case Name	Contact Name	Activity Short Name	Status	Request Type	Problem Code	Date Opened	Submission Date	Process Days	Case Age
01665127				Assigned	Retirements/Separations	E503	9/27/2022	9/27/2022	4	141
01752074				Assigned-processing	Retirements/Separations	E503	10/17/2022	10/18/2022	4	120
01914247				CPPA Action Required	Retirements/Separations	EAOS Separation	11/26/2022	11/26/2022	4	81
02056271				Supervisor Review	Transfers	PCS Transfer	1/5/2023	1/5/2023	4	41
02056381				Assigned	Transfers	PCS Transfer	1/5/2023	1/5/2023	4	41
02059494				Assigned	NAVPTO_Transportation	Passenger Reservation Request (PRR)	1/5/2023	1/5/2023	4	41

Case Number	Updated	Status	Contact Name	Subject	Request Type	Problem Code	PERS Section Category	Case Age	
01665127	1/17/2023 8:00:05 PM	Assigned			Retirements/Separations	E503	SEPS AND RETENTION (S&R)	141	Notes
	12/1/2022 4:58:33 AM	CPPA Action Required			Retirements/Separations	EAOS Separation	SEPS AND RETENTION (S&R)	141	Notes

8 "CPPA Name" = Filter all cases by specific CPPA Name.

9 "Status" = Filter all cases by specific case status.

10 "Request Type" = Filter all cases by request type.

11 "Problem Code" = Filter all cases by problem code.

12 Case Number = By clicking on the case number, a dialogue box will open with with date/time the status was changed, subject of the case, request type, problem code, and PERS Section Category

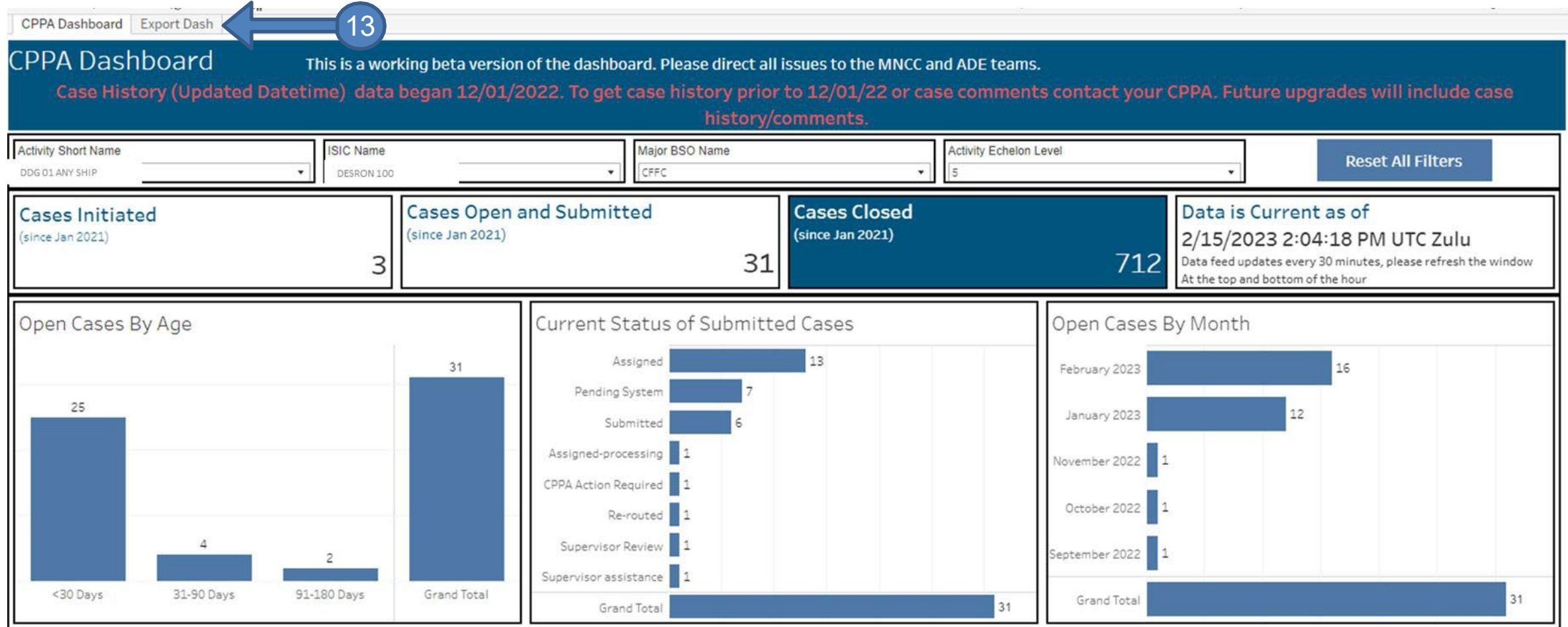
*Note 2:*  
*PAY/PERS Processing Thresholds:*

- 4 days for PERS cases
- 30 days for PAY cases





# CPPA Command Dashboard – Export Data



13

By clicking on the “Export Dash” the user will be taken to another page where they can filter data prior to exporting it.





# CPPA Command Dashboard – Export Data

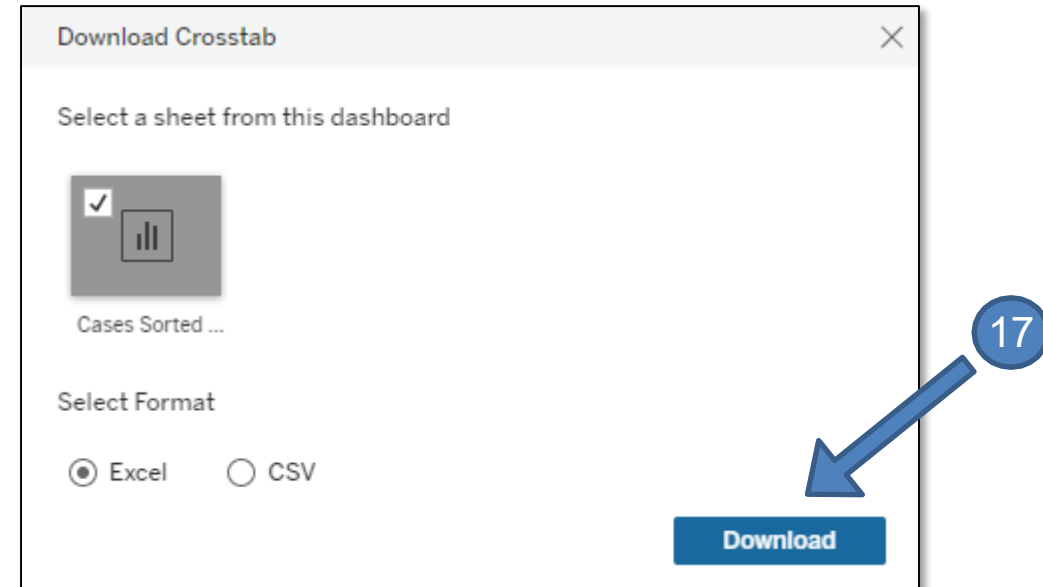
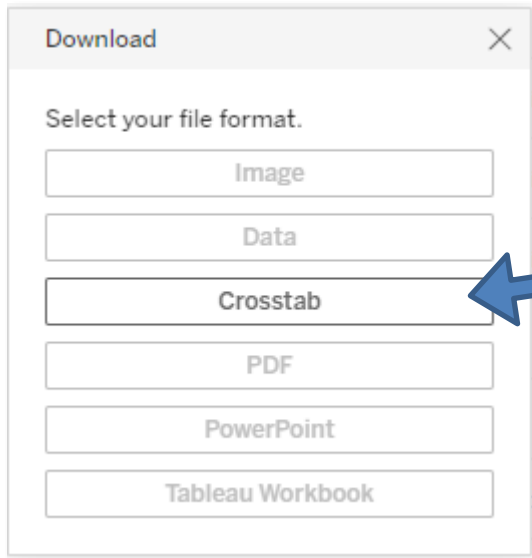
The screenshot shows the CPPA Command Dashboard with the 'Export Dash' tab selected. The filter section includes dropdowns for Activity Short Name (DDG 01 ANY SHIP), ISIC Name (DESRON 100), Major BSO Name (CFFC), Activity Echelon Level (5), CPPA Name ((All)), Status ((All)), Request Type ((All)), and Problem Code ((All)). A Case Age slider is set to -1. Below the filters, a table titled 'Cases Sorted By Age' displays three rows of data. The table has columns for Case Number, CPPA Name, Contact Name, Activity Short Name, Status, Request Type, Problem Code, Date Opened, Submission Date, Process Days, and a red count column.

Case Number	CPPA Name	Contact Name	Activity Short Name	Status	Request Type	Problem Code	Date Opened	Submission Date	Process Days	
01665127				Assigned	Retirements/Separations	E503	9/27/2022	9/27/2022	4	141
01752074				Assigned-processing	Retirements/Separations	E503	10/17/2022	10/18/2022	4	120
01914247				CPPA Action Required	Retirements/Separations	EAOS Separation	11/26/2022	11/26/2022	4	81

14 The user can filter by the same subjects as the main dashboard.

15 Once the user has selected the desired filters they click the download icon

# CPPA Command Dashboard – Export Data



- 16 After clicking the download icon a pop-up will appear asking for a download format. The user must select Crosstab
- 17 After clicking Crosstab another pop up will open and the user will click on the Download icon



# Dashboard Data Refresh Process

Data is pulled every 30 minutes so the user may need to hit the refresh button to ensure the most current data is being displayed. Sometimes due to connectivity issues when the user first opens the dashboard some of the numbers may not match, if this occurs you need to refresh the data.

Do not use this to refresh the data

Use this button to refresh the data

https://crdash.portalprod.ade.cloud.navy.mil/#/site/MPTE/views/CPPADash2\_32/CPPADashboard?iid=2

ck Links - MyNa... SLDCADA NSIPS Salesforce MyNavyHR\_MNCC... DCPDS Portal - Login NP2 MMPA CPPA Dash 2

Explore / CO's Landing Page / CPPA / CPPA Dash 2.32 / CPPA Dashboard

→ Redo ↺ Replay ↩ Revert Refresh ✓ ⏸ Pause

CPPA Dashboard

CPPA Dashboard This is a working beta version of the dashboard. Please direct all i

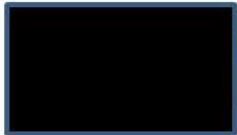
Case History (Updated Datetime) data began 12/01/2022. To get case history prior t history/co

Activity Short Name DDG 01 ANY SHIP	ISIC Name DESRON 100	Major BSO Name CFFC
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Cases Initiated (since Jan 2021) 3	Cases Open and Submitted (since Jan 2021) 31
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# CPPA Command Dashboard – Bottom Lists

## CPPA Late Transactions

Activity Short Name	CPPA Name	CPPA Action Required	Submitted and Open	Grand Total
DDG 01 ANY SHIP		1	30	31
			2	2
		6	14	20
		2	3	5
Grand Total		9	49	58

“CPPA Late Transactions” = Lists number of late cases by Activity Short Name and CPPA Name with action based on:

- CPPA Action Required = Cases return by TSC to the CPPA that are listed as late
- Submitted and Open = Cases that have been created, submitted to the TSC, and remain in work by the TSC that are listed as late
- Grand Total = Total number of late cases based on both categories of CPPA Action Required and Submitted and Open

## Late Problem Codes By Command

Activity Short Name	Problem Code	CPPA Action Required	Submitted and Open	Grand Total
DDG 01 ANY SHIP	Basic Allowance for Housing (BAH)		3	3
	Citizenship		2	2
	E503		1	1
	EAOS Separation	3	1	4
	Final Pay		1	1
	Indebtedness_Repay		1	1
	Passenger Reservation Request (PRR)		7	7
	PCS Transfer	2	9	11
	PCS Travel (Separations and ADSW)		10	10
	Qualifications, Certifications, Trainin..		1	1
	Reprints	3	2	5

“Late Problem Codes By Command” = Lists number of late cases by type “Problem Code” and Activity Short Name and CPPA Name with action based on:

- CPPA Action Required = Late cases return by TSC to the CPPA
- Submitted and Open = Late cases that have been created, submitted to the TSC, and remain in work by TSC
- Grand Total = Total number of late cases based on both categories of CPPA Action Required and Submitted and Open



# CPPA Command Dashboard – FAQs

## Q1. What is the difference between the CPPA Dashboard in Salesforce and this dashboard?

A1. *This dashboard is built within the Authoritative Data Environment (ADE) using data from Salesforce. It has more capability because it uses the Tableau platform for analysis and visualization of data.*

## Q2. How do I get access to the ADE CPPA Command Dashboard?

A2. *PPIB 23-04 outlines the process for system access. Command Triad members should automatically have access. In the event a member of the triad is unable to access the dashboard follow these steps:*

*Step 1. Submit the following information unencrypted to a monitored centralized mailbox:*

*a. Requestor's Full Name, b. PRD, c. UIC, d. DODID number, and e. Official email address.*

*Step 2. Use the standardized subject line: "CUI Privacy Sensitive - CPPA Dashboard Request 'Requestor's Name, Command Name'"*

*Example: CUI Privacy Sensitive - CPPA Dashboard Request Doe, Mary T. PO1, USS Sail.*

*Step 3. Send all requests to: [ASKMNCC@navy.mil](mailto:ASKMNCC@navy.mil) Note - Once access has been granted, My Navy Career Center will send an email to the requestor.*

## Q3. How accurate is the data in the ADE CPPA Command Dashboard?

A3. *The data updates from the Salesforce environment every 30 minutes.*

## Q3. Can the others get access to the Dashboard?

A3. *Yes; however, the Dashboard was built with the intent to give CO/XO/CMC (Triad) a quick way to determine the state of their command's pay and personnel transactions. Triads can request access for their designees (i.e. Admin Officers, PERSO, etc.). Although not excluded from access, it is not intended for use by CPPAs or other non-Admin members of the command. CPPAs should already have access to detailed information within various systems (Salesforce, NSIPS, etc.) and do not need the Dashboard to perform their duties.*



# CPPA Command Dashboard – Link & Assistance

Command Dashboard for CPPA's – LINK BELOW



## Command Dashboard Link

<https://crdash.portalprod.ade.cloud.navy.mil/>

Need General Dashboard Assistance?



Contact **MyNavy Career Center**  
833-330-MNCC (6622)

Need Specific Technical Assistance or  
Account/Access Issues?

Contact **MNCC Systems Access**  
[ASKMNCC@navy.mil](mailto:ASKMNCC@navy.mil)