



CPPA Command Dashboard Instructional Guide

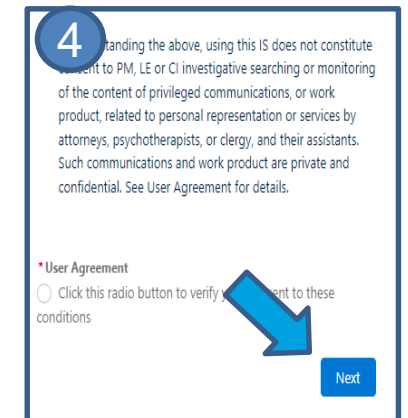
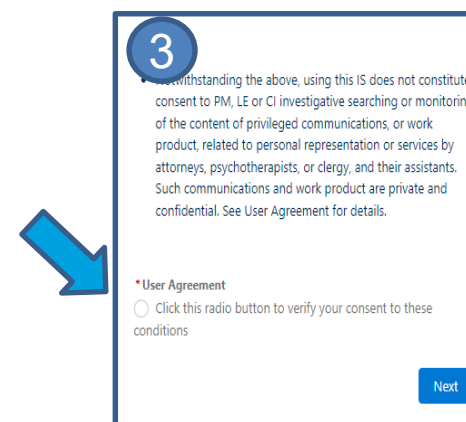
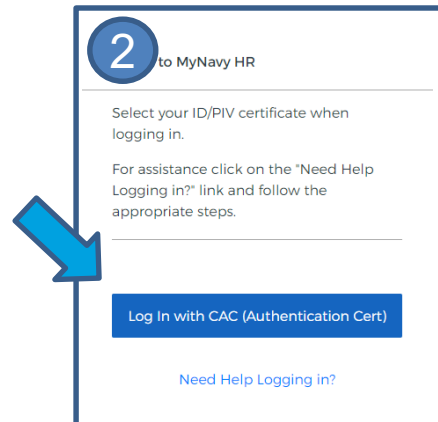
1 NOV 2022



Follow the steps below to familiarize yourself with logging in and logging out of the system. Usernames and passwords will no longer work.

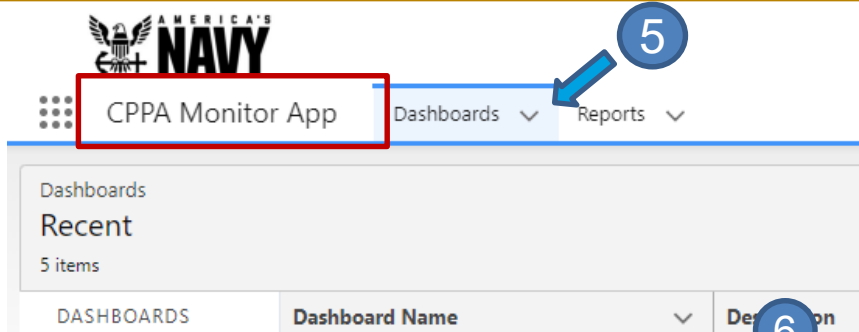
Login

1. Go to [Salesforce homepage](#) and click CAC Login URL: <https://navynpc.my.salesforce.mil>
2. Click Log In with CAC Login
3. The US Government Agreement will appear. To proceed to the next screen, scroll down to read the agreement, and click the radio button to agree to administrative policies
4. Click the Next button to access the Service Console Home Screen

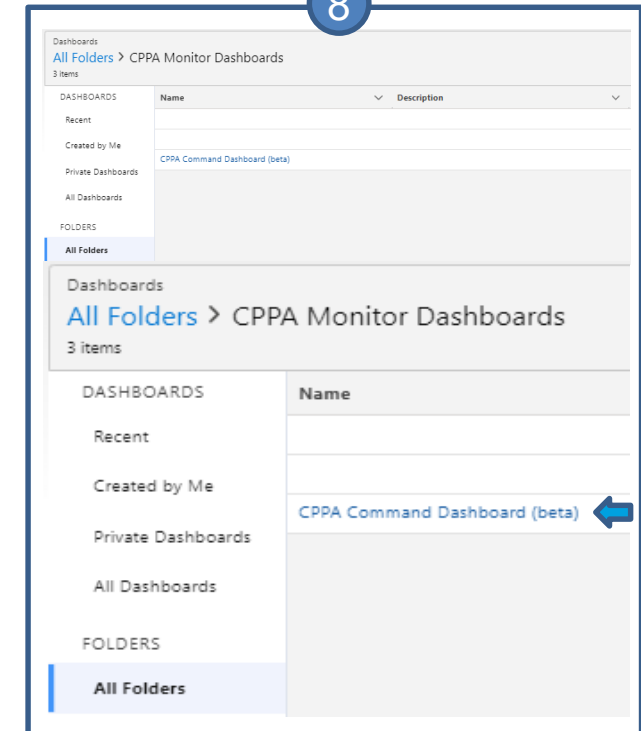
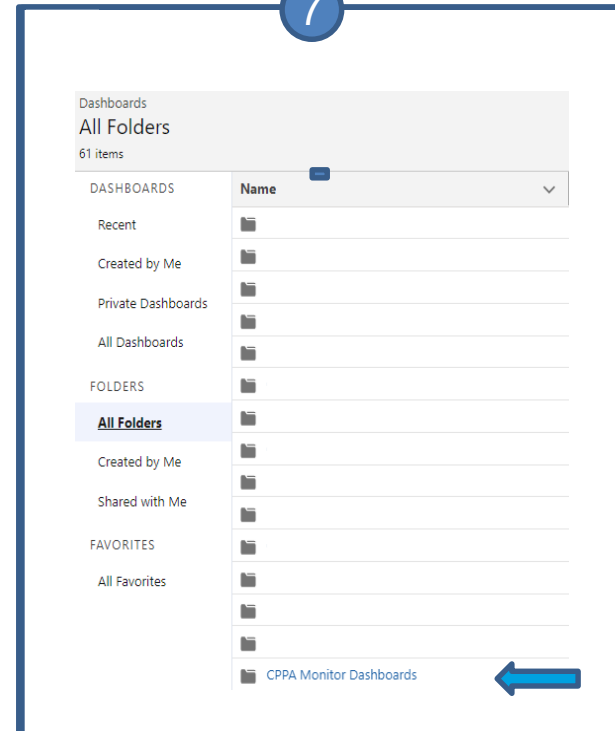
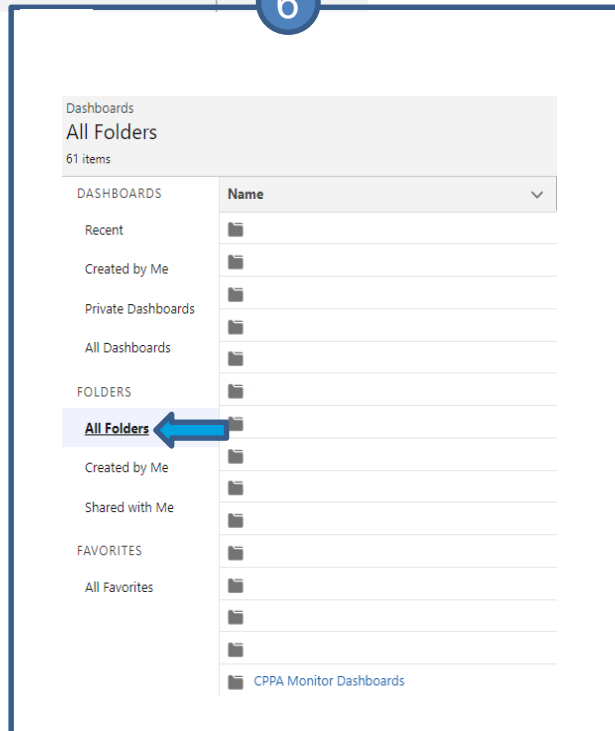


Note: Microsoft Edge and Google Chrome are the preferred browsers when using Salesforce. Mozilla Firefox may be used if you experience issues with the two recommended browsers.

Navigating to the CPPA Command Dashboard



5. Once on the CPPA Monitor App Home Page, click the drop-down arrow next to Dashboard
6. Go to All Folders
7. Scroll down and Select “CPPA Monitor Dashboards” Folder
8. Select “CPPA Command Dashboard Beta”





CPPA Command Dashboard – TYCOM Filter

13. Click the dropdown menu in the upper left corner to select the appropriate TYCOM filter. Once TYCOM is selected, data will filter to reflect cases within selected TYCOM.

NOTE: If you are a TYCOM N1 or a Command TRIAD member, the permissions associated with your role will restrict your ability to drill down into case details or underlying data reports, however, your CPPA can provide full case details for their associated cases.

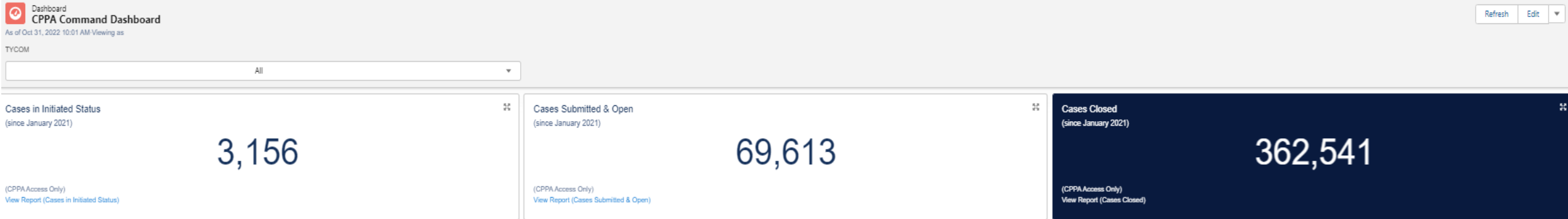
The screenshot displays the CPPA Command Dashboard interface. At the top left, there is a dropdown menu for TYCOM, currently set to 'All'. A blue arrow labeled '13' points to this dropdown. The dashboard is divided into several sections:

- Cases Submitted & Open (since January 2021):** A large blue box displays the number 69,613.
- Cases Closed (since January 2021):** A dark blue box displays the number 362,541.
- Oldest Case in Days by Status (All Open Cases since January 2021):** A donut chart shows the distribution of cases by status. The total count is 334. A legend on the right lists statuses: Submitted (blue), Assigned (black), Assigned-processing (green), Supervisor Review (teal), Supervisor assistance (yellow), CPPA Action Required (orange), Re-routed (red), and Pending System (light blue).
- Cases by Age (All Open Cases since January 2021):** A bar chart shows the number of cases by age range: <= 30 Days (40,633), 31 - 90 Days (23,737), 91 - 180 Days (4,898), and > 180 Days (545).
- Cases Submitted and Open by Month Created (since January 2021):** A horizontal bar chart shows the number of cases by month and year. The highest count is for October 2022 (40,633).

At the bottom left, there is a 'MyNAVYHR' logo and the text 'UNCLASSIFIED'. At the bottom right, there is a page number '4'.



CPPA Command Dashboard – Top Panel Overview



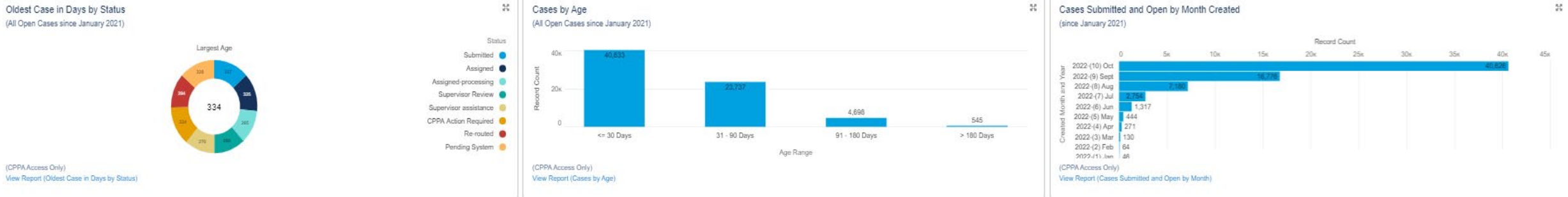
Cases that have been “Initiated” by the CPPA but not yet “Submitted” to the TSC.

Cases with a Status of “Submitted and Opened” but not “Closed.”

Number of Cases with a Status of “Closed.”



CPPA Command Dashboard – Bottom Panel Overview



“Oldest Case in Days by Status.”
This shows the oldest case in each status category.

“Count of Open Cases by age in days.”

“Count of Cases “Submitted and Opened” by month created.”



CPPA Command Dashboard - Timeliness

CPPA Late Transactions
(since January 2021)

Command Name ↑	CPPA ↑	Sum of Late Cases	Record Count	% of Late Cases
104 CYBER SUPPORT TEAM			1	100%
11TH DENTAL CO DET IWAKUNI		5	6	83%
		4	4	100%
11TH DENTAL COMPANY		3	3	100%
12TH DENTAL CO DET LEJEUNE		1	1	100%
		0	1	0%
12TH DENTAL COMPANY		1	1	100%
		3	3	100%
13TH DENTAL COMPANY		1	1	100%
15TH DENTAL COMPANY		1	1	100%
15TH MARINE DIVISION		4	4	100%
		3	10	30%
		0	2	0%
		2	4	50%

(CPPA Access Only)
[View Report \(CPPA Late Transactions\)](#)

Late Problem Codes by Command
(since January 2021)

Command Name ↑	Problem Code ↑	Sum of Late Cases	Record Count	% of Late Cases
104 CYBER SUPPORT TEAM	Basic Allowance for Housing (BAH)	1	1	100%
11TH DENTAL CO DET IWAKUNI	Allotments	4	4	100%
	Basic Allowance for Housing (BAH)	1	1	100%
	Basic Allowance for Subsistence (BAS)	1	1	100%
	Dependency Data	1	1	100%
	Extension Contract (Return)	1	1	100%
	Family Separation Allowance (FSA)	1	1	100%
	PCS Transfer	0	1	0%
11TH DENTAL COMPANY	NAVPERs 1070-613 (Pg. 13's)	3	3	100%
12TH DENTAL CO DET LEJEUNE	Combat Zone Tax Exclusion (CTZE)	0	1	0%
	EADS Separation	1	1	100%
12TH DENTAL COMPANY	Activity Gains (All Transients ACCs)	1	1	100%
	Allotments	1	1	100%
	EADS Separation	1	1	100%

(CPPA Access Only)
[View Report \(Late Problem Codes by Command\)](#)

Late Transactions = Cases that were submitted with less than 14 days before the effective date

- “Sum of Late Cases” is total number of late cases submitted by that CPPA.
- “Record Count” is the total of cases submitted by that CPPA.
- “%” is total percentage of late cases by that CPPA.

- Number of late cases grouped by command and Problem Code (transaction type).
- Sum of late cases is total count of late cases by problem codes
- Record count is the total number of cases by command.
- % is total percentage of late cases sorted by Problem Codes for each command.



CPPA Command Dashboard – Cases by Age by CPPA

Cases by Age by CPPA
(All Open Cases since January 2021)

CPPA	Command Name	CPPA UIC	Case Number	Status	Request Type	Problem Code	Opened Date	Age ↓
	CNATT UNIT NORFOLK VA	66046		CPPA Action Required	MILPAY	Other	12/1/2021	334
	ECRC NMPS TPU DET NORFOLK	3254A		CPPA Action Required	PAVOPS	Separation Payments	12/3/2021	332
	VR 64	09172		Pending System	Reserves	AT ADT (Pay and Allowances)	12/7/2021	328
	ECRC NMPS TPU DET NORFOLK	3254A		Submitted	PAVOPS	Separation Payments	12/8/2021	327
	MSRON EIGHT	30665		Assigned	Reserves	Reserve Leave	12/10/2021	325
	DDG 109 JASON DUNHAM	55685		CPPA Action Required	PAVOPS	DFAS Correspondence	12/12/2021	323
	NAVRESCEN LEHIGH VALLEY PA	61880		CPPA Action Required	Reserves	Demobilization	1/5/2022	299
	NAVRESCEN PUERTO RICO	68702		Assigned	Reserves	Mobilization	1/5/2022	299
	CRYPTOLOGIC WARFARE GROUP SIX	62936		Submitted	Leave	Leave Correction	1/5/2022	299
	CRYPTOLOGIC WARFARE GROUP SIX	62936		Submitted	Retirements/Separations	EAOS Separation	1/6/2022	298
	NAVIOCOM GEORGIA	41246		Assigned	Retirements/Separations	EAOS Separation	1/7/2022	297
	HSM 35	52876		Pending System	MILPAY	Basic Allowance for Subsistence (BAS)	1/7/2022	297
	FLT LOG MLT MSN SQD FIVE ZERO	4991D		Submitted	MILPAY	Basic Allowance for Housing (BAH)	1/7/2022	297
	FLT LOG MLT MSN SQD FIVE ZERO	4991D		Submitted	MILPAY	Family Separation Allowance (FSA)	1/7/2022	297
	NAVAL ACADEMY ANNAPOLIS	00161		Submitted	Leave	Leave Correction	1/7/2022	297
	NAVRESCEN GULFPORT MS	61935		Re-routed	Reserves	Demobilization	1/10/2022	294
	COMSURFACEDIV ELEVEN	50586		Re-routed	MILPAY	Enlisted Bonus (EB)	1/11/2022	293

(CPPA Access Only)
[View Report \(Cases by Age by CPPA\)](#)

All open cases sorted by age descending.
The case number will be visible, but will only be available to the CPPA.
TYCOMs/Command Triads/ADMIN/PERSO will only have view only of
this section



CPPA Command Dashboard – Error Message

This is a **system generated error** that appears when you attempt to access a report or a case without adequate privileges based on your account role. “CPPA Monitor” roles cannot access this information, but your command CPPAs can see the details of any case on which they are assigned as part of the case team.

Looks like something went wrong.

We couldn't complete your request. Ask your system admin for help.

Error Details

You don't have sufficient privileges to perform this operation.

Continue



CPPA Command Dashboard – Quick Link & Assistance

Command Dashboard for CPPA's – LINK BELOW (Control + Click Link to Follow)



[Command Dashboard Link](#)

Need Dashboard Assistance?

Contact **MyNavy Career Center**

☎ 833-330-MNCC (6622)

Command Dashboard Direct Link Below

(Click the link below or copy the link into your browser)

<https://navynpc.lightning.crmforce.mil/lightning/r/Dashboard/01Zt0000000c00nEAI/view?queryScope=userFolders>