

## Requesting eUCFR Access

06/2025 revised

PPIB 23-03 announced the automatic granting of eUCFR system access for all billet-assigned Command Triad personnel. Once the Command Triad member has been gained and posted to Military Master Pay Account (MMPA), access should be available within two weeks.

For access issues requiring immediate attention please email or call MNCC 422

POC's: Carrie.l.moye.civ@us.navy.mil commercial 901-874-2192 OR

Anna.k.masterson.civ@us.navy.mil commercial 901-874-2187

### Automatic:

\*If the Command Triad member's NOBC or NEC is not correct/does not reflect the member's Billet as a member of the Triad, this will need to be corrected with the member's personnel office, or the access will not auto-populate. If the member's Billet code is correct/has been corrected and they still do not have access after 2 weeks of being new gained, please contact MNCC so a case can be opened on your behalf to investigate the cause. *Additionally, if a Command Triad member does not log into eUCFR within the first 90 days of receiving access, their account will drop/will be locked.*

### All Other requests:

Requests for additional UICS or for accounts that have lapsed, members haven't been fully gained or are non-TRIAD Command specified users. A SAAR form will need to be routed.

- DD Form 2875 (SAAR) (must be the May 2022 version or higher)
- Ensure block 13 on the SAAR has the following information listed:
- Command Name
- Command UIC
- Title held within the Command (CO/XO/CMC/PERS O/ADMIN O/CPA etc.)
- PRD (for military personnel)

### STEP 1

Using the completed SAAR, and following the provided instructions "HOW TO REQUEST EUCFR ACCESS" the Requestor applies for ADVANA

website <https://support.advana.data.mil/plugins/servlet/desk>

Once completed, the user will receive an email from ADVANA stating account creation.

### STEP 2

The requestor will forward the ADVANA completion email to the Human Resource Service Center (HRSC) at [ASKMNCC.FCT@NAVY.MIL](mailto:ASKMNCC.FCT@NAVY.MIL) along with a copy of the completed SAAR form (UICs and PRD needed.) HRSC will then create a case for the requestors access request, normal turnaround time is 3-5 days.

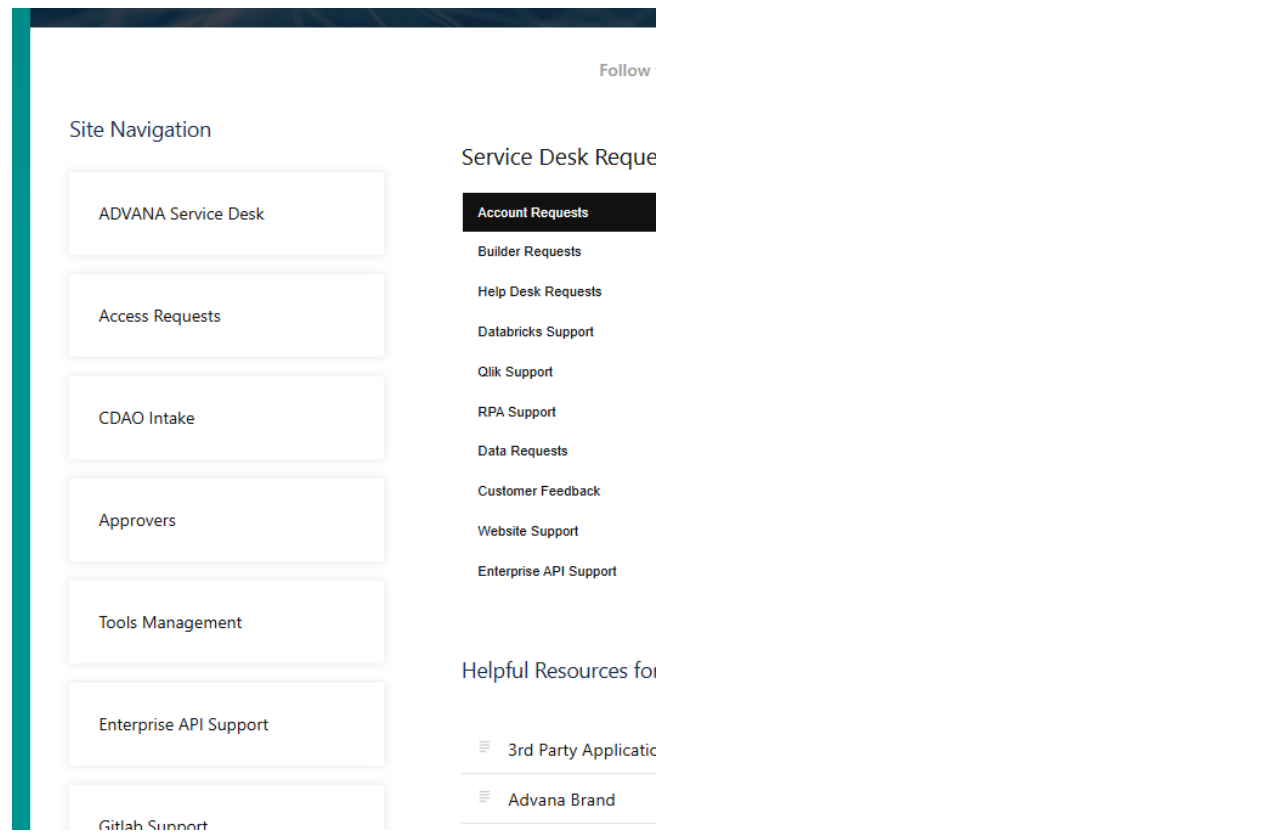
NOTE: If the requestor's access is still not functional, he or she should contact HRSC

[ASKMNCC.FCT@NAVY.MIL](mailto:ASKMNCC.FCT@NAVY.MIL) so that a case can be opened on your behalf to Case

Owner: MNCC 422. They will investigate why your access is not activated.

## How to Apply for HCM RESTRICTED Stream for access to the eUCFR

1. Go to: <https://support.advana.data.mil/plugins/servlet/desk>
2. On the next page, locate and select “Access Requests”



3. Locate and select “JUPITER”

### Request Access to Community Space/Data Domain

List of Available Products: <https://wiki.advana.data.mil/display/SDKB/SOI+Quick+Links>.



Data Domain



ARES

Use this request to access the DOA Financial Management Community Space



Aurora



BL/  
Use  
Basi



Beacon



FASTR

Use this to request access to the DAF Financial Management Community



Jupiter

Provides DON users with baseline access across Jupiter analytical products and development tools based on your selected persona



Me



Minuteman

Use this to request access to the National Guard Bureau's Community Space, Minuteman, and associated analytical applications



Pegasus

Use this to request access to USTRANSCOM's Community Space (Pegasus) and associated analytical capabilities and applications




SPARTA

Use this to request access to USSOCOM's Community Space (SPARTA) and associated analytical capabilities, data sources and SPARTA developed applications

## How to Apply for HCM RESTRICTED Stream for access to the eUCFR

### 4. Complete the Simplified Access Request form:

**Jupiter Simplified Access Request**Access Requests✕

Review, Approve, and Action for

Is this ticket for Incident Response (IR) support?

☐ Yes

If you are unsure if this request is related to Incident Response Support, consult your Team/Job Lead.

Rules of Behavior Acknowledgment

☒ I have read, understand and agree to comply with the Rules of Behavior

[Rules of Behavior](#)

Designation

Civilian Paygrade

Agency

Navy

Navy BSO

Community Space ⓘ

Jupiter

DISN Environment

NIPRNet

Product

HCM Analytics Restricted

Persona ⓘ

Community Space ⓘ

Jupiter

DISN Environment

NIPRNet

Product

HCM Analytics Restricted

Persona ⓘ

Consumer

If approved, this bundle provides Read Only access to the suite of production Jupiter Analytics, Jupiter HCM Analytics, and Jupiter HCM Analytics Restricted Qlik streams on NIPR.

[Click here for more details](#)

If you do not know your BSO  
Please contact HRSC :  
Toll free 833-330-6622  
[askmncc.fct@navy.mil](mailto:askmncc.fct@navy.mil)

*Continued below...*

## How to Apply for HCM RESTRICTED Stream for access to the eUCFR

The screenshot shows a web form with a light blue header box containing the following text: "If approved, this bundle provides Read Only access to the suite of production Jupiter Analytics, Jupiter HCM Analytics, and Jupiter HCM Analytics Restricted Qlik streams on NIPR." Below this is a link that says "Click here for more details". Underneath the link is a text area labeled "Please provide justification below". The text area contains the text "Requires Access to monitor NAVY DJMS eUCFR data." with "eUCFR" underlined in red. At the bottom right of the form are two buttons: "Create" and "Cancel".

If approved, this bundle provides Read Only access to the suite of production Jupiter Analytics, Jupiter HCM Analytics, and Jupiter HCM Analytics Restricted Qlik streams on NIPR.

[Click here for more details](#)

Please provide justification below

Requires Access to monitor NAVY DJMS eUCFR data.

Create Cancel

5. Under the JUSTIFICATION block (as seen above), enter the below verbiage:

*“Requires Access to monitor NAVY DJMS eUCFR data”*

6. Select “create”.