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/CPPA 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 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.
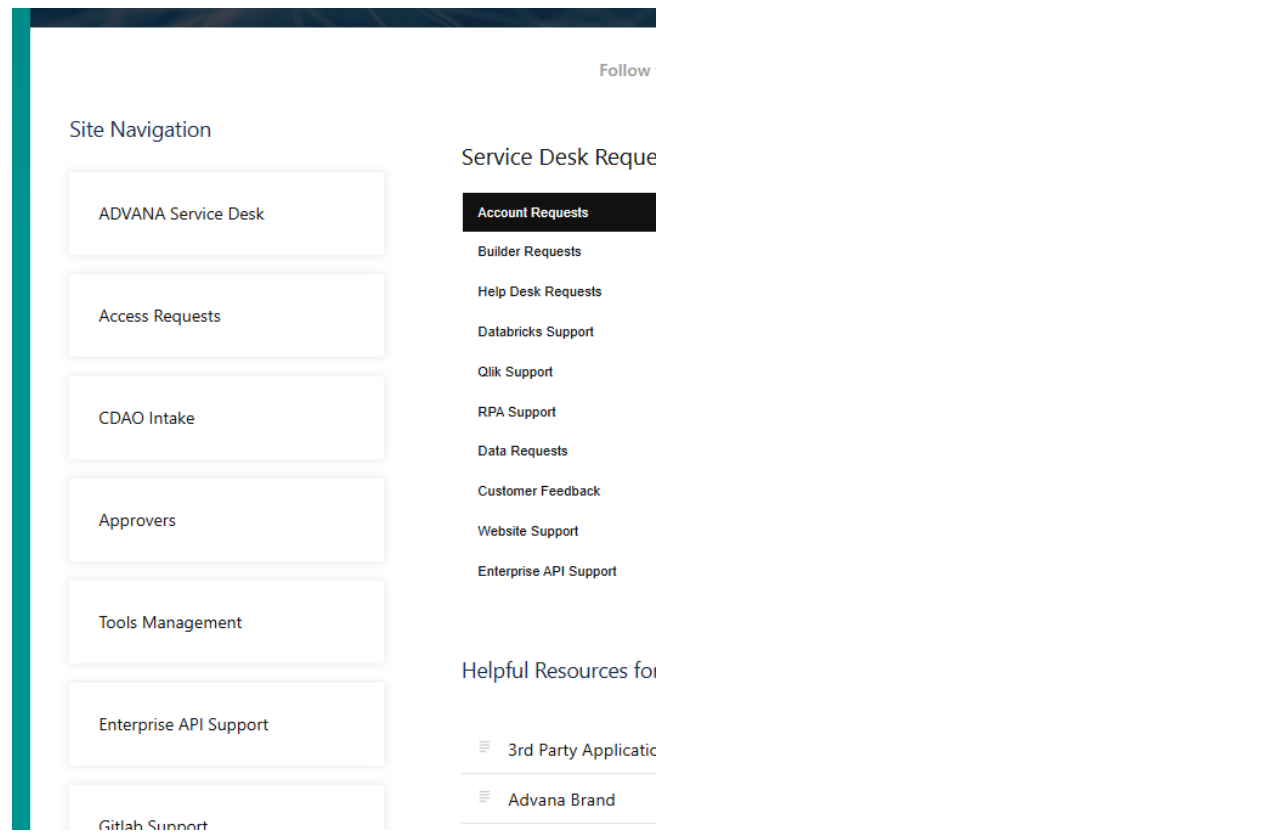
NOTE: If the requestor's access is still not functional, he or she should contact HRSC ASKMNCC.FCT@NAVY.MILso that a case can be opened on your behalf to Case Owner: MNCC 422. They will investigate why your access is not activated.

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"

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   ⊗ ⌄

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

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

Continued below...

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".