

UNCLASSIFIED



CPPA SYSTEMS ACCESS GUIDE

Revision May 2026

Approved for Public Release: Distribution is Unlimited



Objectives



- Identify all required system accesses for the CPPA role and complete the steps for requesting access.
- Provide the step-by-step procedure for completion of a System Authorization Access Request (SAAR) DD form 2875.



CPPA Resources Page

CPPA Resources



- The CPPA Resources page has recently gone through a renovation with a couple of changes to include the pathway in which it can be accessed and the display of information
- For training purposes the following video will be used for information purposes on what can be found under the CPPA resources page followed by the new navigation pathway and the changes made

CPPA Resources



MyNavy HR

About MyNavy HR ▾ Career Management ▾ **Support & Services ▾** References ▾ Media Center

MyNavy Portal
Casualty
COVID-19
Corrections & Programs
Culture & Resilience ▶
Distribution Management
Exceptional Family Member
MyNavy Career Center ▶ **Pers Pay Support**
NMCMPs

Search
“https://www.mynavyhr.navy.mil” in your search engine to navigate to the MyNavy HR home page

Hover over “Support & Services” and down to “MYNavy Career Center” and select “Pers Pay Support”

CPPA Resources



Support & Services ▶ MyNavy Career Center ▶ Pers Pay Support

Personnel and Pay Management

HUMAN RESOURCES SERVICE CTR

FAQ

PERS PAY SUPPORT

- CPPA RESOURCES**
- ID CARDS
- SAILOR SELF SERVICE
- TRIAD RESOURCES

SERVICES

COMMANDER, MNCC

CMC, MNCC

The Pay and Personnel Management Department acts as the Pay/Personnel Administrative Support System (PASS) Program advisor to the Chief of Naval Personnel.

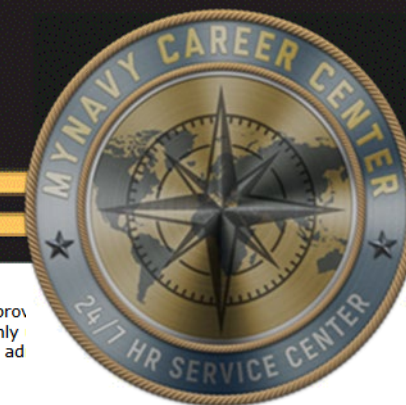
Responsible for promulgation of operational/ execution pay and personnel policies to Commander, Navy Personnel Command, all Navy commands, and all departments of deployable ships and squadrons, including the Naval Air Station, Naval Air Station (PSD Afloat).

Interprets policies, regulations, and procedures in support of Federal statutes, legislative changes and Navy orders, and provides support of activities originating from higher authority in support of active duty personnel.

Analyzes and disseminates field procedures in matters concerning DoD benefits eligibility programs and manages the Navy's portion of the DoD Identification (ID) Card System, the Defense Eligibility Enrollment Reporting System (DEERS), the Real Time Automated Personnel Identification System (RAPIDS) and the Common Access Card (CAC).

Under the Pers Pay Support page select "CPPA RESOURCES"

CPPA Resources (System Access)



CASUALTY ASSISTANCE
CORRECTIONS & PROGRAMS
CULTURE & RESILIENCE
DISTRIBUTION MANAGEMENT
EXCEPTIONAL FAMILY MEMBER
MYNAVY CAREER CENTER
HUMAN RESOURCES SERVICE CENTER
FAQ
PERS PAY SUPPORT
SERVICES
SYSTEM ACCESS **
TRANSACTION SERVICE CENTERS
NMCMPS
PERSTEMPO
RELIGIOUS ACCOMMODATIONS

This webpage serves as a centralized portal for personnel system access and financial management training. It provides System Authorization Access Request (SAAR) procedures. Additionally, the site acts as a gateway to commonly used (MMPA) training videos to support mission readiness and ad

Initial Access

- [AMPS](#)
- [DD-Form-2875](#)
- [DWOWS ICAM User Request Guide](#)
- [eUCFR Account Request/SAAR Process](#)
- [MNA Access Procedure](#)
- [SAAR Step by Step- DD Form 2875 Updated](#)
PPIB 23-25 NAVADMIN 259-23

Access Restoration - Most Systems

- [CPPA Websites & Account Restoration](#)
- [CPPA Systems Help Desk POCs](#)

eCRM

- [eCRM Access Procedures](#)
- [eCRM Troubleshooting Guide - Login](#)
- [HRSC Tier II eCRM Training V2.0](#)

BOL

- [BUPERS Online](#)
- [BOL System Access SAAR Template Jul 2024](#)

NSIPS

- [NSIPS Website](#)
- [NSIPS WNFY](#)

SOES

- [PPIB 21-28](#)

MMPA

To Access the below video training you will need to request access to the DOD 365 SharePoint site. Below is a guide to request access.

DFAS DOD 365 SharePoint Access Request

- [Navigating MXC - JJAA: FIDS Part One](#)
- [Navigating MXC - JJAA: FIDS Part Two](#)
- [Navigating MXC: The Blank Screen & Verbs](#)
- [Navigating MXC: Logging In!](#)
- [Navigating MXC: JJAA - FIDS Part Three](#)
- [Navigating MXC: JJAA - FIDS Part Four](#)
- [New Video Alert: Processing cases with multiple entries in DMO](#)
- [Navigating MXC: JJAA - Enlisted & Officers](#)
- [Navigating MXC: JJAA - FIDS Part Five](#)
- [Active Duty Resources: Work Months and Pay Cycles](#)
- [Active Duty Resources: The Content Book](#)
- [Navigating Repository: The Web Based MMPA](#)

CPPA



The Command Pay and Personnel Administrator or CPPA:

- Serves as a critical link between an individual Sailor, his/her command, and supporting organization.
- CPPAs deal with a multitude of different pay and personnel transactions such as Gains, Separations, BAH, etc.
- It is the responsibility of the CPPA to ensure all documents and information required are provided to the servicing TSC in a timely manner.

Required Accesses



- Navy Standard Integrated Personnel System (NSIPS)
CPPA, command-level access manager and record of emergency data/dependency application administrator user roles
- Web Master Military Pay Account (MMPA)
User (viewer) via Multi-Host Internet Access Portal (MIAP)/Web Defense Finance and Accounting Service (DFAS) Military Pay Repository (DMR)
- Bureau of Naval Personnel (BUPERS) Online (BOL)
Web site for Personnel TEMPO (PERSTEMPO) and official military personnel file (OMPF) (Command View)
- Serviceman's Group Life Insurance Online Enrollment System (SOES) as an administrator
- Billet-Based Distribution (BBD) System as a user via MyNavy Assignment
- enterprise Customer Relationship Management (eCRM) PERSPAY access
- enhanced Unit Commander's Financial Report (eUCFR) Pay monitoring dashboard



SAAR

DD Form 2875

Common SAAR Errors



Expired clearance investigation date

All commercial phone numbers are not 10 digits (123-456-7890)

Incorrect system name and location

SAAR Information is incorrect:

- Block 5 does not have an official government email address

- Block 10 not selected and Information Assurance Awareness training is not current for the fiscal year.

- Block 11 incorrect justification

- Block 12 not selected

- Block 14 not selected

- Block 14a missing required information (contractors only)

- Block 15-16 missing Supervisor's signature and/or information

- Block 18-21 missing Information Assurance Manager's signature and/or information

- Block 26-30 missing Security Managers signature and/or information



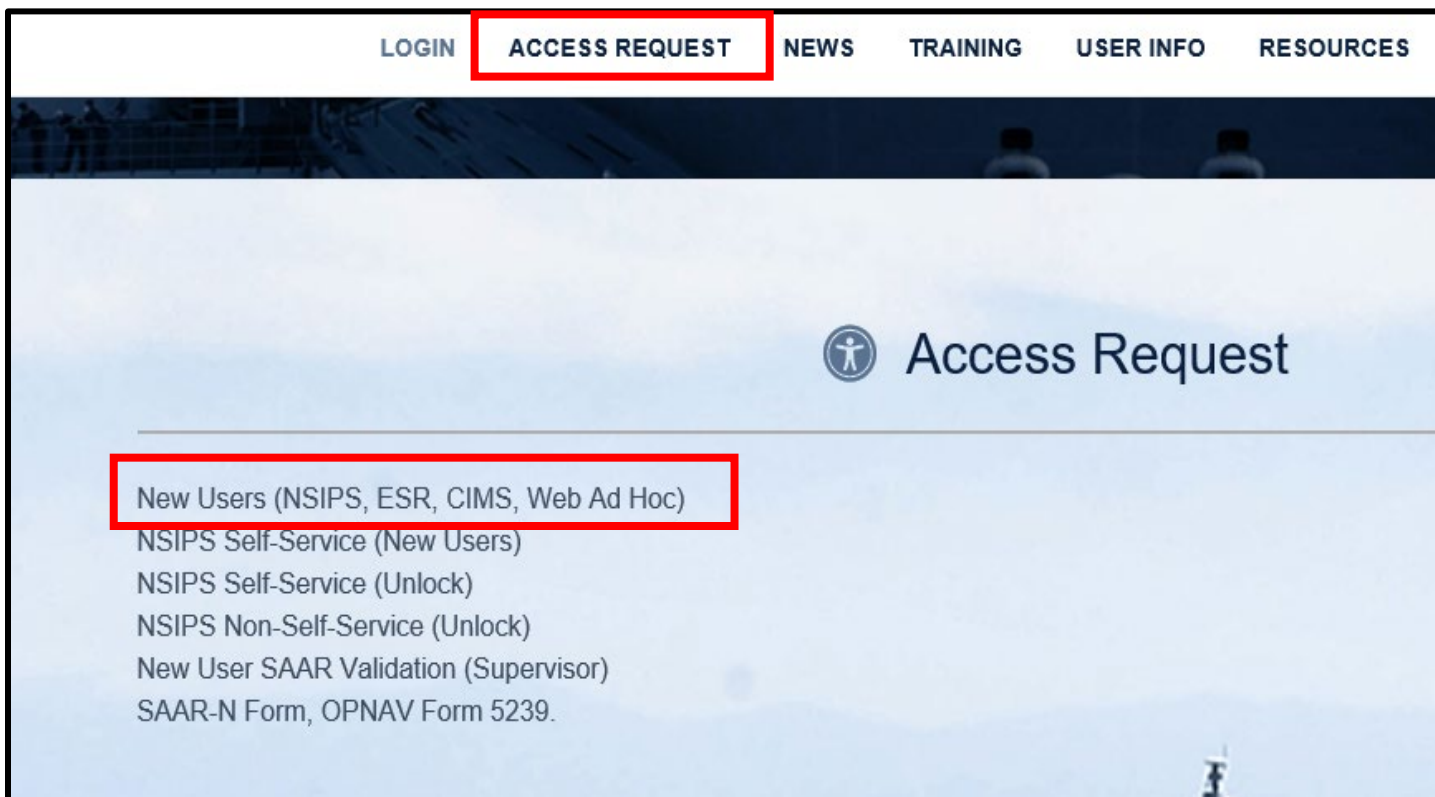
NSIPS

Navy Standard Integrated Personnel System

CPPA Access

Command Level Access Manager (CLAM)

NSIPS (CPPA Access)



1) From the NSIPS Home Page, click Access Request at the top or scroll down to the Access Request section.

2) Select New Users (NSIPS, ESR, CIMS, Web Ad Hoc).

NSIPS (CPPA Access)



<input type="radio"/>	(CIMS)-Career Information Management System	DETAILS
<input checked="" type="radio"/>	Command Level Access	DETAILS
<input type="radio"/>	Corporate Level Access	DETAILS
<input type="radio"/>	(NSIPS)-Orders Request	DETAILS
<input type="radio"/>	(EDM)-Enhancement for Drill Management System	DETAILS
<input type="radio"/>	(RED/DA)-Record of Emergency Data/Dependency Application	DETAILS
<input type="radio"/>	Reserve Headquarters	DETAILS
<input type="radio"/>	Inactive Manpower and Personnel Management Information System	DETAILS
<input type="radio"/>	NES/OPINS	DETAILS

(* Required)

3) A list will populate. Select Command Level Access

4) Click Next.

NSIPS (CPPA Access)



Command Administrative Level		
<input type="checkbox"/>	Command Admin View Only	DETAILS
<input type="checkbox"/>	Command Admin Level Create	DETAILS
<input type="checkbox"/>	Command Admin Level Approve	DETAILS
<input checked="" type="checkbox"/>	Command Pay and Personnel Administrator (CPPA)	DETAILS
<input type="checkbox"/>	eLeave Command Administrator	DETAILS
<input type="checkbox"/>	Personnel Reliability Program Certifying Official	DETAILS
<input type="checkbox"/>	Personnel Reliability Program Monitor	DETAILS

5) A new window will appear. Select Command Pay and Personnel Administrator (CPPA). Scroll down then click OK.

6) The Justification box will pop up for the role selected. Click OK.

It's good to copy the justification statement to paste onto the SAAR form and the upcoming justification block.

Justification Reason

Name

Justification Acknowledgment

I am assigned as a Command Pay and Personnel Administrator tasked to provide personnel and pay support to all personnel assigned to the UIC(s) for which I am responsible for, as designated by the respective Commanding Officer or OIC.

NSIPS (CPPA Access)



System Access Authorization Request - (SAAR)

Create New User Account - Command Pay and Personnel Administrator (CPPA) [VIEW PRIVACY STATEMENT](#)

Operator Attributes

User ID: _____

Name: _____

Department: 4016A MY NAVY CAREER CENTER

Rank/Rate:

Account Type: Civilian

Telephone:

Email Address:
Official Email Address

Justification

Upload SAAR Form

View Existing SAAR Form

A valid SAAR form (DD Form 2875) must be uploaded and verified/viewed before account submission.

Completed SAAR forms are considered valid only if they are the official PDF forms with blocks 10, 11, 17d, 19b, and 25 filled, but without the Information Owner signature (block 18a).
SAAR Form File (DD Form 2875)

Security Information

Security information can be found on the SAAR form.

IA Awareness Training Date: 02/01/2021 [31]
(Cyber Awareness Challenge)

Clearance Investigation Date: 05/20/2019 [31]

Continuous Evaluation(CE) Date: [31]

7) Make sure to upload SAAR form and fill out the justification.

*If the SAAR form has already been uploaded from a prior NSIPS access, then make sure to click **View Existing SAAR Form** first for it to work.*

The IA Awareness Training Date must be within the current fiscal year!

(FY2022 is from 1 OCT '21 – 30 SEP '22).

NSIPS (CPPA Access)



UIC Access

Workflow Setup

[Click here to Set-Up Next Roleusers in Route](#)

Supervisor Details - SAAR Form

Warning: Your Supervisor Details have been prefilled for you from your previous SAAR request, please verify and update if necessary.

Name:
(Last,First Middle)

Email Id:
Official Email Address

Contact Phone:

8) Click UIC Access to select the UIC that you will be servicing.

UIC Access Details

<input type="button" value="PPSUIC"/>	- NO UIC(S) FOUND -
<input type="button" value="Reserve Admin"/>	- NO UIC(S) FOUND -
<input type="button" value="General UIC(s)"/>	- NO UIC(S) FOUND -

9) A new window will appear. Select General UIC(s) to input your 5-digit UIC. Multiple UICs can be selected. Once complete, click OK.

NSIPS (CPPA Access)



UIC Access

Workflow Setup

[Click here to Set-Up Next Roleusers in Route](#)

Supervisor Details - SAAR Form

Warning: Your Supervisor Details have been prefilled for you from your previous SAAR request, please verify and update if necessary.

Name:
(Last, First Middle)

Email Id:
Official Email Address

Contact Phone:

- 10) Under Workflow Setup, Click on [Click here to Set-Up Next Roleusers in Route](#) to build the workflow. A new window will appear. Here you will add the required roleusers.

This information can be obtained from the servicing RSC.

Select	Roleuser	Name	Role Name
<input type="checkbox"/>	<input type="text"/>		

- 11) Put the Supervisor Roleuser. Check the box Select, then click OK.

NSIPS (CPPA Access)



UIC Access

Workflow Setup

[Click here to Set-Up Next Roleusers in Route](#)

Supervisor Details - SAAR Form

Warning: Your Supervisor Details have been prefilled for you from your previous SAAR request, please verify and update if necessary.

Name:
(Last, First Middle)

Email Id:
Official Email Address

Contact Phone:

12) Under Supervisor Details – SAAR Form, Fill in the supervisor information that you have provided in your SAAR form.

13) Once all required information has been inputted, click Submit Account.

NSIPS (CPPA Access)



Favorites Main Menu

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

FOUO - Privacy Sensitive: N

Menu

- My Favorites
- RED/DA
- User Release Information
- Career Information Management
- Employee Self Service
- Electronic Service Record
- Retirements & Separations
- Reserve Transactions
- Availabilities
- Contract Administration
- Dependency Data
- Entitlements
- Gains
- Leave Administration
- Legal
- Losses
- Orders Processing
- Pay Maintenance
- Personnel Maintenance
- PCS Travel
- Retain in Service
- Transient Tracking
- Message Status Inquiry
- Forms/Sub Docs
- Standard Reports
- System Reports
- Worklist
- Reporting Tools
- ERM Security Administration
- My Profile
 - DOD ID Look Up
 - NSIPS Report Manager
 - Notification Inbox
 - Change My Password
 - DMR Link

This is the screen that is to be expected when using the CPPA role.



MMPA

Master Military Pay Account

MMPA



Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Welcome to the AMPS Gateway

AMPS News: 3/9/18: Attention Supervisors! DLA Information Operations has issued new guidance to individuals who review and approve user roles in Fuels Manager Defense (FMD). Please refer to the new Segregation of Duties Guidance for Supervisors available on the Splash page under "User Guides and Job Aids" and on "AMPS Help" page, "News and Info" tab from the AMPS Home page.

11/24/17: If you receive a request to approve an Annual Account Revalidation for an employee, and are not the proper approver, please enter a comment on the screen and use the [Return SAAR] button to allow the employee to reset their approver and resubmit.

For help needed with AMPS or AMPS related questions, please refer to the AMPS Troubleshooting Guide available on the Splash page under "User Guides and Job Aids" and on "AMPS Help"--"Release Notes" page from the AMPS Home page or call the EHD @ 855-352-0001/go to <https://spoe.dla.mil> for further help.

Click [HERE](#) for access to AMPS

- This link provides access through CAC authentication for CAC-enabled users.
- Other users, vendors, and members of the public will be presented with a login screen.

User Guides and Job Aids

Right-click a title and click "Save Target As" to save the PDF file to a preferred location and open the document.

- [New SOD Guidance for Supervisors](#)
- [AMPS Release Notes-17.2.3](#)
- [How to Register for an AMPS Account - External Users Only \(11/13/2017\) Ver. 1.2.3](#)
- [AMPS User Guide, Release 17.2.3, ver. 5.0.6](#)
- [Password Policies and Security Questions-External Users](#)
- [Complete and Submit a Role Request - External User, ver. 1.5](#)
- [External Approver Guide, Release 17.2.3, Ver. 2.0](#)
- [Approving an AMPS Role Request - Supervisor \(External\) Ver. 2.0](#)
- [Approving an AMPS Role Request - External Authorizing Official Ver. 2.0](#)
- [Approving an AMPS Role Request - Security Officer \(External\) Ver. 2.0](#)
- [Inbox User Guide, Release 16.2.0, ver. 1.0](#)
- [AMPS Troubleshooting Guide, ver. 3.3](#)

See the AMPS Documentation screen--available from the main menu--for a complete list of user documentation, links, and tutorials.

Accessibility/Section 508

- 1) Access the AMPS website. Click the blue hyperlink for access. Log in using your email certificate.

MMPA



Defense Logistics Agency Account Management and Provisioning System (AMPS)

A screenshot of the AMPS Home page. The left sidebar contains a navigation menu with the following items: Home, Inbox, Accessibility/Section 508, My Reports, AMPS Help, My Profile (highlighted with a red box), My Information (highlighted with a red box), Requests (highlighted with a red box), and Request Role (highlighted with a red box). The main content area shows the "Home" page with "AMPS News" and "Getting Started Help Topics".

Home x

Home

AMPS News

AMPS News: 3/9/18: Attention Supervisors! DLA Information Operations has issued new guidance to individuals who review and approve user roles in Fuels Manager Defense (FMD). Please refer to the new Segregation of Duties Guidance for Supervisors available on the Splash page under "User Guides and Job Aids" and on "AMPS Help" page, "News and Info" tab from the AMPS Home page.

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Getting Started Help Topics

How do I use AMPS?

2) Click My Information under the My Profile tab to update your information before proceeding to the request.

3) Once your information has been updated, click Request Role under the Requests tab.

MMPA



User Information Select Roles Justification Summary Cancel **Next**

User Account Information

User ID

* First Name

Middle Name

* Last Name

EDIPI/UPN

Email

* Title Personnel Clerk

* Cyber Awareness Certification Date 10/15/2021

Account Status Active

* Date of Birth

* User Type Military

* Branch USN

* Rank PO2

* Citizenship US

User Contact Information

* Official Telephone

Official Fax

DSN Phone

DSN Fax

Mobile

Office/Cube

* Street psc 473

PO Box 19

* City fpo

* State Armed Forces Pacific

* Postal Code 96349

* Country UNITED STATES

External Supervisor

* Email

External Security Officer

* Email

External Authorizing Official

* Email

4) Fill in all mandatory (*) blocks.

Servicing RSC provides:

- *External Supervisor*
- *Security Officer*
- *Authorizing Official*

5) Click Next once complete.

MMPA



The screenshot shows the "Request Role" application interface. The "Select Roles" step is active, indicated by a blue bar. The "Browse Roles by Application" section on the left lists various application categories, with "DFAS Applications" highlighted by a red box. The "Search Roles" section on the right contains several input fields: "Role Name", "Role Description", "Enterprise Application", "Application", "Environment", and "Primary Role". Below these fields are "Search" and "Reset" buttons. At the bottom, there is a "Select a Role" section with a checkbox for "Display Admin Roles (for Supervisor and Approval Access)" and two empty tables for "Role Name" and "Selected Roles".

6) Select DFAS Applications. A drop down menu will appear.

You can also search for the role if you have that information available.

MMPA



Home x Request Role x

User Information **Select Roles** Justification Summary

Cancel Back Next

Browse Roles by Application

- DFAS DDS
- DFAS DIFMS NIMMS
- DFAS DIFS
- DFAS DJMS Air Force
- DFAS DJMS Army
- DFAS DJMS Navy**
- DFAS DMO WEB
- DFAS DRAS
- DFAS DSERVS
- DFAS EDM
- DFAS EMASS
- DFAS EUD
- DFAS GAFS
- DFAS GODOCS
- DFAS HOADS

Select Roles

Role Name

Role Description

Enterprise Application

Application

Environment

Primary Role

Search Reset

Select a Role

Display Admin Roles (for Supervisor and Approval Access)

Role Name	Selected Roles
DFAS DJMS Navy Prod - ACNVFINA DJMSNAV-023	
DFAS DJMS Navy Prod - Aviation Bonus Update access DJMSNAV-118	
DFAS DJMS Navy Prod - Aviation Bonus View access DJMSNAV-117	
DFAS DJMS Navy Prod - FAMH/FAMC external access DJMSNAV-125	
DFAS DJMS Navy Prod - JNYJUMPS DJMSNAV-097	
DFAS DJMS Navy Prod - MMA Navy External User RC DJMS User ID, Includes NAVRCINQ DJMSN...	
DFAS DJMS Navy Prod - MXC Navy External User AC Release EFT User ID DJMSNAV-008	
DFAS DJMS Navy Prod - MXC Navy External User AC Input EFT User ID DJMSNAV-007	
DFAS DJMS Navy Prod - MXC Navy External User AC Inquiry-only User ID DJMSNAV-006	

7) Scroll down the list to find and select DFAS DJMS Navy. A drop down menu will appear.

8) Select DFAS DJMS Navy Prod - MXC Navy External User AC Inquiry-only User ID DJMSNAV-006

MMPA



Home x Request Role x

User Information **Select Roles** Justification Summary

Cancel Back **Next**

Browse Roles by Application

- DFAS DUS
- DFAS DIFMS NIMMS
- DFAS DIFS
- DFAS DJMS Air Force
- DFAS DJMS Army
- DFAS DJMS Navy**
- DFAS DMO WEB
- DFAS DRAS
- DFAS DSERVS
- DFAS EDM
- DFAS EMASS
- DFAS EUD
- DFAS GAFS
- DFAS GODOCS
- DFAS HOADC

Select Roles

Role Name

Role Description

Enterprise Application

Application

Environment

Primary Role

Search Reset

Select a Role

Display Admin Roles (for Supervisor and Approval Access)

Role Name	Selected Roles
DFAS DJMS Navy Prod - ACNVFINA DJMSNAV-023	
DFAS DJMS Navy Prod - Aviation Bonus Update access...	
DFAS DJMS Navy Prod - Aviation Bonus View access DJ...	
DFAS DJMS Navy Prod - FAMH/FAMC external access D...	
DFAS DJMS Navy Prod - JNYJUMPS DJMSNAV-097	
DFAS DJMS Navy Prod - MMA Navy External User RC D...	
DFAS DJMS Navy Prod - MXC Navy External User AC R...	
DFAS DJMS Navy Prod - MXC Navy External User AC In...	DFAS DJMS Navy Prod - MXC Navy External User AC Inquiry-only User ID DJMSNAV-006
DFAS DJMS Navy Prod - MXC Navy External User AC In...	
DFAS DJMS Navy Prod - DCNVFINA DJMSNAV-016	

9) Once you have clicked on DFAS DJMS Navy Prod – MXC Navy External User AC Inquiry-only User ID DJMSNAV-006, click on the arrow pointing right to add the role under the Selected Roles box.

10) Click Next.

MMPA



Home x Request Role x

User Information Select Roles **Justification** Summary

Cancel Back Next

Request Justification & Supporting Details

*** Justification** MMPA ACCESS IS REQUIRED TO PERFORM ASSIGNED DUTIES AS A CLERK FOR TSC _____. THE ACCESS WILL BE USED TO REVIEW/VERIFY NAVY ACTIVE COMPONENT MEMBERS' PAY ACCOUNT AND PROCESS JPBB INPUTS FOR PAYMENT REQUESTS APPROVED BY SERVICE MEMBERS'

Optional Information

Attachment 1 Browse...

Attachment 2 Browse...

Attachment 3 Browse...

Attachments must be PDF files, smaller than 2MB each.
Files containing Personally Identifiable Information (PII) shall not be uploaded (i.e. SSN, DOB, etc).

Role Attributes

Role(s)	Attribute	Value	Required
DFAS DJMS Navy Prod - Navy Input User Field DJMSNAV-007	Justification Guidance	I verified the justification I <input type="text"/>	Y
DFAS DJMS Navy Prod - Navy Input User Field DJMSNAV-007	Unit Identification Code (UIC)	43387	Y
DFAS DJMS Navy Prod - Navy Input User Field DJMSNAV-007	EDI-PI	6697	Y

11) Enter the justification and fill out required blocks under Role Attributes.

The justification template will be provided in this training.

Some roles require additional documents. These can be attached in this section.

Last 4 of your DODID number.

MMPA



Home X Request Role X

User Information Select Roles Justification **Summary** Cancel Back **Submit**

Role Request Summary

Please review the information below before submitting this request. Use the Back button to change any information, and use the Submit button to complete this request.

User	[REDACTED]	User Type	Military
User ID	[REDACTED]	Branch	USN
Organization	DLA External	Rank	[REDACTED]
Cyber Awareness Certification Date	10/5/2021		
Date of Birth	*****		
External Supervisor	[REDACTED]		
External Security Officer	[REDACTED]		
External Authorizing Official	[REDACTED]		
Requested Role(s)	DFAS DJMS Navy Prod - MXC Navy External User AC Inquiry-only User ID DJMSNAV-006		
Justification	MMPA ACCESS IS REQUIRED TO PERFORM ASSIGNED DUTIES AS A CLERK AT [REDACTED] THE ACCESS WILL BE USED TO REVIEW/VERIFY NAVY ACTIVE COMPONENT MEMBER'S PAY ACCOUNT, AND PROCESS JPBB INPUTS FOR PAYMENT REQUESTS APPROVED BY SERVICE MEMBER'S COMMANDING OFFICER TO BE AUDITED AND RELEASED BY THE DEPUTY DISBURSING OFFICER.	Optional Information	

Role Attributes

Role	Attribute	Value
DFAS DJMS Navy Prod - MXC Navy External User AC Inquiry-only User ID DJMSNAV-006	Justification Guidance	I verified the justification I wrote meets the requirements
DFAS DJMS Navy Prod - MXC Navy External User AC Inquiry-only User ID DJMSNAV-006	Unit Identification Code (UIC)	4016A
DFAS DJMS Navy Prod - MXC Navy External User AC Inquiry-only User ID DJMSNAV-006	EDI-PI	6622

12) The Summary page will appear. Verify that all the information presented is correct.

13) If everything looks good, click Submit.

eUCFR



Overview

The Unit Commander's Financial Report (UCFR) is a valuable tool providing Commanding Officers with the necessary insights to monitor pay and entitlements for assigned personnel. The USN MILPAY application also provides proactive monitoring of priority areas such as debt management, PCS processing, outstanding payments and personnel in a suspended status.

Purpose

This product is a centralized application to analyze and monitor the health of Sailor Pay, track trends over time and automate the generation of insights. Intent is for Command Triads and their designees, along with DFAS to utilize the application to garner rapid and valuable insights on individual accounts or in management of the Navy's Military Pay priority areas.



Command Pay/Personnel Administrator (CPPA) Pay and Personnel (PAYPERS) Support Services

Attention CPPAs - Please check here for latest guidance and updates.

Alternate SOP Library

This site is an alternative location for the Navy Pay, Personnel, and Travel Standard Operating Procedures (SOPs). The SOP library on SharePoint Online will remain the primary location for all the PAYPERS SOPs; however, this site will allow personnel without SharePoint accounts, non-DoN and OCONUS commands to access the SOPs as a downloadable PDF file. [Click here](#)

User Aids

- [Command Dashboard Guide](#)
- [MyPCS Job Aid](#)
- [Navy Personnel and Pay \(NP2\) System Fact Sheet](#)
- [NP2 WNFY CPPA Travel Voucher](#)
- [eUCFR Guide](#)

Proceed to the CPPA resources page on MyNavyHR under “User Aids”. you will see the “eUCFR Guide”.

This guide provides a step-by-step process how to request access, site navigation and how to use the eUCFR.

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

eCRM/Salesforce



SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)		OMB No. 0704-0630 OMB approval expires: 20250531
<p>The public reporting burden for this collection of information, 0704-0630, is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Project Collection (0704-0630), Washington, DC 20503.</p>		
<p>PRIVACY ACT STATEMENT</p> <p>AUTHORITY: Executive Order 10450; and Public Law 99-474, the Computer Fraud and Abuse Act</p> <p>PRINCIPAL PURPOSE(S): To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.</p> <p>ROUTINE USE(S): None.</p> <p>DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.</p>		
<p>TYPE OF REQUEST</p> <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID		<p>DATE (YYYYMMDD)</p> <p>20240118</p>
<p>SYSTEM NAME (Platform or Applications)</p> <p>Enterprise Customer Relationship Management (eCRM)</p>		<p>LOCATION (Physical Location of System)</p> <p>Salesforce Government Cloud (US Navy)</p>
<p>PART I (To be completed by Requester)</p>		
<p>1. NAME (Last, First, Middle Initial)</p>	<p>2. ORGANIZATION</p> <p>NAVY PERSONNEL COMMAND/62980</p>	
<p>3. OFFICE SYMBOL/DEPARTMENT</p> <p>PERS-22/PERS-2</p>	<p>4. PHONE (DSN or Commercial)</p> <p>(123) 456-7890</p>	
<p>5. OFFICIAL E-MAIL ADDRESS</p>	<p>6. JOB TITLE AND GRADE/RANK</p> <p>Personnel Supervisor / E-6</p>	
<p>7. OFFICIAL MAILING ADDRESS</p> <p>2570 Integrity Drive Millington, TN 38055-8220</p>	<p>8. CITIZENSHIP</p> <input checked="" type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	<p>9. DESIGNATION OF PERSON</p> <input checked="" type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
<p>10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.)</p> <input checked="" type="checkbox"/> I have completed the Annual Cyber Awareness Training. DATE (YYYYMMDD) 20241001		
<p>11. USER SIGNATURE</p>	<p>12. DATE (YYYYMMDD)</p>	

PART II ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)		
<p>13. JUSTIFICATION FOR ACCESS</p> <p>1) Access is required to perform duties as CPPA (ex.) 2) Pillar: MyNavy HR 3) Subsystem: PersPay 4) Permission sets (enter one or more as applicable); enter NA if not applicable: PERSPAY ESO Restricted Case Create</p>		
<p>14. TYPE OF ACCESS REQUESTED</p> <input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED		
<p>15. USER REQUIRES ACCESS TO: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) _____</p> <input type="checkbox"/> OTHER _____		
<p>16. VERIFICATION OF NEED TO KNOW</p> <input checked="" type="checkbox"/> I certify that this user requires access as requested.	<p>16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 21 if needed.)</p> <p>***Contractors Only*** (Required)</p>	
<p>17. SUPERVISOR'S NAME (Print Name)</p>	<p>17a. SUPERVISOR'S EMAIL ADDRESS</p>	<p>17b. PHONE NUMBER</p>
<p>17c. SUPERVISOR'S ORGANIZATION/DEPARTMENT</p>	<p>17d. SUPERVISOR SIGNATURE</p>	<p>17e. DATE (YYYYMMDD)</p>
<p>18. INFORMATION OWNER/OPR PHONE NUMBER</p>	<p>18a. INFORMATION OWNER/OPR SIGNATURE</p>	<p>18b. DATE (YYYYMMDD)</p>
<p>19. ISSO ORGANIZATION/DEPARTMENT</p>	<p>19b. ISSO OR APPOINTEE SIGNATURE</p>	<p>19c. DATE (YYYYMMDD)</p>
<p>19a. PHONE NUMBER</p>		

DD FORM 2875, MAY 2022

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PREVIOUS EDITION IS OBSOLETE.

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eCRM/Salesforce



Submitting a SAAR

Common SAAR Errors

Double-check the following to avoid a returned SAAR:



- Missing dates
- Checkmarks missing where required
- Documents signed in the incorrect order
- Missing Cyber Awareness Security training date

A sample of a System Authorization Access Request (SAAR) form. The form is titled "SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)" and includes various fields for personal information, organizational details, and system access requirements. It also has sections for "OFFICIAL MAIL ADDRESS" and "CYBER AWARENESS TRAINING".

Once signed and verified SAAR-N form, submit to askmncc.fct@navy.mil via email. You will then receive an email confirming your SAAR has been received. Allow 24-48 hours before logging into your account.



Questions?



You have reached the end of the CPPA Access training.

Thank you for your participation!

THE SAILOR WINS TODAY

Conclusion



Thanks for your participation in today's **CPPA Systems Accesses** training!

For Qualtrics this is lesson #505
Scan QR code for attendance!

https://usnavy.gov1.qualtrics.com/jfe/form/SV_0TgIQYZg67NX9pY