



Pay and Personnel Information Bulletin 23-04

Command Pay & Personnel Administrator (CPPA) Dashboard in the Authoritative Data Environment (ADE)

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BLUF

The CPPA ADE Dashboard is a valuable tool providing commanding officers and echelon commanders with the necessary visibility and transparency to monitor the effectiveness of their CPPAs as well as quickly identifying possible issues that may be causing delays in timely processing of personnel and pay entitlements for their personnel. The Dashboard is a centralized application to analyze and monitor transactions CPPAs are submitting to transaction service centers or the Travel Processing Center.

Audience

- Leadership triads at commands in the Continental United States (CONUS) or outside CONUS (OCONUS). Afloat units on the Integrated Shipboard Network Systems (ISNS) are not yet able to access the dashboard.

Talking Points

- The CPPA ADE Dashboard provides commanders with a powerful accounting tool to ensure their CPPA's effectiveness in submitting pay and personnel transactions and aid in quickly identifying issues that may cause delays in their timely processing.
- The Dashboard allows users to keep track of open and submitted cases, closed cases, the age of open cases, see numbers of late transactions, and sort these cases by CPPA, age, problem codes, and more.
- All command triad leaders should have automatic access to their respective Dashboard simply by logging in at: <https://crdash.portalprod.ade.cloud.navy.mil/>. Newly reporting triad members can expect to be granted access within two weeks of being gained at the command. For those triad members without access: send an access request to adeaccess.fct@navy.mil. See [Pay and Personnel Information Bulletin 23-04](#) for details on what is required in the request.
- Download the ADE Dashboard User Guide at: <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/ADE-Dashboard/>

Sample Note to Command Triads

- Leaders, the CPPA ADE Dashboard provides you with a powerful accounting tool to ensure your CPPA's effectiveness in submitting pay and personnel transactions and aid in quickly identifying issues that may cause delays in their timely processing. As a member of the command triad, you automatically have system access to the Dashboard. Learn more about the Dashboard and download the User Guide by going to: <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/ADE-Dashboard/> and access the Dashboard by going to: <https://crdash.portalprod.ade.cloud.navy.mil/>.

FAQ

Q: What information can I see on the Dashboard?

A: The CPPA Dashboard allows users to see:

- Listing of cases by age
- Number of open and submitted cases
- Number of closed cases



- Bar graph showing cases by age with the ability to select a specific range
- Bar graph showing cases by status with the ability to select a certain status
- Bar graph showing cases by month
- Cases sorted by range to view cases with an individual CPPA or in a specific status. Users can also select a certain case to see additional information about

that case.

- Numbers of late transactions by command and CPPA
- Numbers of late problem codes by command
- Drill down by echelon to specific units

Users can also export lists of cases falling under their purview. These lists can be used during limited bandwidth situations by commands to more efficiently monitor and research open cases to quickly identify barriers that may be causing delays in processing personnel and pay entitlements.

More information on how to export lists and filter the lists can be found in the [Navy Pay and Personnel Information Bulletin 23-06](#).

Q: What browsers are compatible with the Dashboard?

A: ADE is accessed through Tableau which supports the following:

1. Chrome on Windows, Mac, and Android
2. Microsoft Edge on Windows
3. Mozilla Firefox & Firefox ESR on Windows and Mac
4. Apple Safari on Mac and iOS

Although it is likely Internet Explorer will work it is no longer a supported browser from Microsoft.

Q: Can other members of my command have Dashboard access?

A: Yes. Per [Navy Pay and Personnel Information Bulletin 23-06](#), commanders now have the option to grant personnel outside of the command triad Dashboard access.

To delegate system access:

Step 1. Email the following information unencrypted to a monitored centralized mailbox at adeaccess.fct@navy.mil:

- a. Requestor's Full Name
- b. PRD
- c. UIC
- d. Official email address

Step 2. Use the standardized subject line: *CUI Privacy Sensitive – CPPA Dashboard Request 'Requestors Name, Command Name'*

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

Once access has been granted, MNCC will send an email to the requestor.

Q: What options are there to access the Dashboard for afloat units with limited bandwidth and connectivity?

A: In the [Navy Pay and Personnel Information Bulletin 23-06](#), MNCC released a low-bandwidth version of the Dashboard to meet the needs of afloat units and any commands experiencing slow application loading and/or downloading of information and reports. The option to export is located on the Dashboard labeled, "Export Dash." This enhancement is the result of fleet feedback. MNCC will continue to make necessary improvements in order to deliver a usable and valuable product based on field user feedback.