



The Comprehensive Integrated Primary Prevention (CIPP) System maintains registration data and stores community CIPP Plans. The CIPP Plan System allows Integrated Primary Prevention Workforce (IPPW) personnel to register, upload, and review CIPP Plans, and provides authorized individuals access to these plans.

This document contains a list of frequently asked questions (FAQ) about the CIPP Plan System and is intended to provide users with a high-level overview. For assistance with any questions not contained here, please reach out to the help desk using the points of contact listed at the end of this document.

Table of Contents

- General 3
 - What is a CIPP Plan? 3
 - What is a community? 3
 - What is a Command Climate Assessment (CCA)? 3
 - What is the Defense Climate Portal? 3
 - How do I get an OPA Defense Climate Portal account? 4
 - What is the CIPP Plan System? 4
 - Who has access to the CIPP Plan System? 4
 - What is the relationship between a DEOCS and a CIPP Plan? 5
 - What is the difference between an initial and updated CIPP Plan? 5
 - When does an initial CIPP Plan need to be uploaded? 5
 - When does an updated CIPP Plan need to be uploaded? 5
- Registering a CIPP Plan..... 6
 - What is a “registration” in the CIPP Plan System? 6
 - Who can register a CIPP Plan? 6
 - How do I register an initial CIPP Plan? 6
 - How do I register an updated CIPP Plan? 6
 - If there are no changes to my initial CIPP Plan, do I have to register and upload an updated CIPP Plan? 6
 - What kind of CIPP Plan should I upload if I didn’t meet the Initial CIPP Plan deadline? 7
 - What are the different sections of the registration process in the CIPP Plan System? 7
 - What is meant by unit type in a CIPP Plan registration? 7

What file types can be uploaded? 13

Making Changes to a CIPP Plan Registration 14

 Can I save my progress in the CIPP Plan System and complete the registration later? 14

 I’m performing IPPW duties and responsible for registering my community’s CIPP Plan; can I edit registration information after I submitted my CIPP Plan in the OPA DCP? 14

 I’m performing IPPW duties and responsible for uploading my community’s CIPP Plan; can I replace my CIPP Plan after I submitted it in the OPA DCP? 14

 I’m a community leader; can I edit a CIPP Plan registration for my community? 14

 I am a unit commander/organization leader; can I edit a CIPP Plan registration associated with my unit/organization? 14

Viewing a CIPP Plan and Associated Registration 15

 How do I view my unit’s/organization’s CIPP Plan? 15

CIPP Plan Registration Help 16

 Who should CIPP Plan System users contact if they experience technical difficulties using the CIPP Plan System? 16

 Who should CIPP Plan System users contact if they have questions about the content of their CIPP Plan or need to be granted IPPW user privileges to access the CIPP Plan System? 16

General

What is a CIPP Plan?

A CIPP Plan is a tool used to document planned integrated primary prevention-based activities to reduce risk factors and enhance protective factors to promote healthier climates across Communities in the Department of Defense (DoD). The CIPP Plan for a community is informed by a variety of data, including administrative records, reports, interview data, focus group data, and survey data such as the Defense Organizational Climate Survey (DEOCS). For more information on CIPP Plans, see the following:

- [DoD Prevention Tools](#)
- [DoD Instruction \(DoDI\) 6400.11, DoD Integrated Primary Prevention Policy for Prevention Workforce and Leaders](#)
- [Development of a Comprehensive Integrated Primary Prevention Plan](#) Joint Knowledge Online (JKO) Training
- [The CIPP Plan Extended Template](#) (developed by the Office of Force Resiliency Violence Prevention Cell [OFR VPC])
- [CIPP Plan Example](#)

What is a community?

A community consists of a community leader and the units/organizations represented in a CIPP Plan. Units and organizations can be grouped into communities along varying dimensions, such as geography or mission. Each Service defines how communities are organized.

What is a Command Climate Assessment (CCA)?

A CCA is a review of the organizational climate and leadership characteristics within a unit/organization. There are two types of CCAs—the Annual CCA and the Change of Command (CoC) CCA. Annual CCA activities must include administration of the annual DEOCS and consideration of additional data collection such as administrative records, reports, interview data, focus group data, or other existing data. The incoming commander's/leader's CoC CCA activities include a review of the previous DEOCS results, an assessment of the previous commander's/leader's progress in implementing the CIPP Plan, and other data sources. A CoC CCA does not include fielding a DEOCS outside of the annual DEOCS fielding period, although a Defense Organizational Climate Pulse (DOCP) may be administered.

What is the Defense Climate Portal?

The [Office of People Analytics \(OPA\) Defense Climate Portal \(DCP\)](#) is a DoD website that includes the DEOCS, DOCP¹, and CIPP Plan Systems. The OPA DCP used to be

¹ The DOCP is an agile, fully customizable survey tool available to unit commanders and organization leaders that can contain up to 15 questions. You can [learn more about the DOCP here](#).

referred to as the DEOCS Portal. If you have an account in the DEOCS Portal, your account still exists in the OPA DCP. The DEOCS and DOCP systems are used to register, create, and field organizational climate surveys and view results of those surveys. The CIPP Plan System is used to register and upload CIPP Plans.

How do I get an OPA Defense Climate Portal account?

To create an OPA Defense Climate Portal (DCP) account please go to the OPA DCP account self-registration page (<https://www.drceadirect.com/all/eca-security-ui/#!/deocs-register>) to create your account.

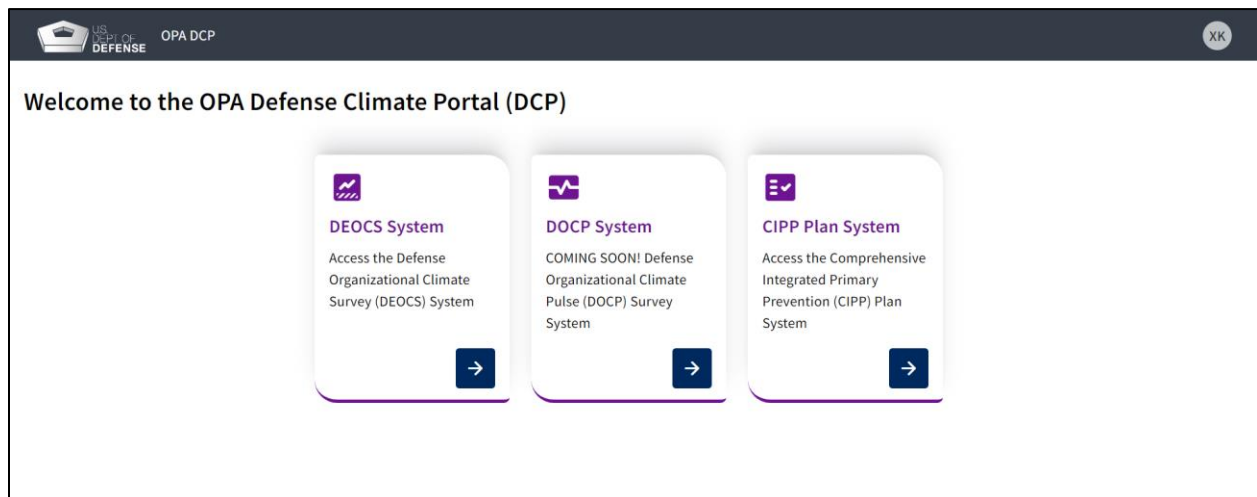
What is the CIPP Plan System?

The CIPP Plan System is a centralized hub for the registration and upload of CIPP Plans within the OPA DCP. The CIPP Plan System is where IPPW personnel register and upload CIPP Plans for their communities. The CIPP Plan System also allows community leaders and unit/organization leaders to view and download CIPP Plans associated with their communities/units/organizations.

To access the CIPP Plan System, navigate to the OPA DCP:

<https://www.drceadirect.com/all/eca-portal-v2-ui/#!/login/deocs>

and then click “CIPP Plan System.”



If you cannot access the CIPP Plan System button, please contact our help desk at:

- OPA_DCP@datarecognitioncorp.com
- 1-833-867-5674

Who has access to the CIPP Plan System?

IPPW personnel, community leaders, unit/organization leaders and their proxies, and those performing IPPW duties can have access to the CIPP Plan System. However, each of these groups will have different levels of access.

IPPW personnel and others performing IPPW duties are responsible for registering and uploading CIPP Plans twice a year. These CIPP Plans are to follow the CIPP Plan Templates provided on <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Comprehensive-Integrated-Primary-Prevention-Plan-System-Resource-Center/> or the template or format provided by their Service.

Community leaders and unit/organization leaders have permissions in the system to view CIPP Plans and registrations for communities they are associated with. In other words, all unit/organization leaders within a CIPP community will be able to see the uploaded CIPP Plan and registration for the community they belong to. Additionally, community leaders and unit/organization leaders can assign proxies in the CIPP Plan System. A named proxy may act on behalf of the user they are associated with, allowing for continuity of operations in the event an individual is on leave, ill, or otherwise indisposed.

What is the relationship between a DEOCS and a CIPP Plan?

A CIPP Plan is informed by the most-recent DEOCS data for the units/organizations in a community, in addition to other data sources. An initial CIPP Plan is typically created after the annual DEOCS fielding period.

What is the difference between an initial and updated CIPP Plan?

An initial CIPP Plan is due at the end of January² annually and synthesizes DEOCS results and other information to further primary prevention in a community. An updated CIPP Plan is due at the end of July and includes a review of the progress made on the activities outlined in the initial CIPP Plan and identifies any additional prevention activities or changes to prevention activities for the remainder of the annual CCA.

When does an initial CIPP Plan need to be uploaded?

An initial CIPP Plan for a community needs to be registered in the CIPP Plan System no later than January 31.³

When does an updated CIPP Plan need to be uploaded?

An updated CIPP Plan for a community needs to be registered and submitted in the CIPP Plan System no later than July 31.⁴

² Initial CIPP Plan uploads for 2024 were delayed to 03/31/2024 per an exception to policy memorandum 09/29/2023 by Acting Under Secretary of Defense for Personnel & Readiness Ashish Vazirani.

³ According to DoDI 6400.11, IPPW personnel will submit initial CIPP Plans to the system by January 31, 2024.

⁴ According to DoDI 6400.11, IPPW personnel will submit updated CIPP Plans to the system by July 31, 2024.

Registering a CIPP Plan

What is a “registration” in the CIPP Plan System?

Registration is the process of creating a database record of a community’s CIPP Plan in the CIPP Plan System. Within the system, a user enters information about the community and the CIPP Plan. The CIPP Plan registration process is complete when a PDF of the final CIPP Plan is uploaded, then submitted.

Who can register a CIPP Plan?

Only those tasked with IPPW duties and assigned IPPW or Service-Level Administrator user privileges in the OPA DCP can create a registration for CIPP Plans for the communities to which they are assigned. OPA DCP users must be assigned the necessary privileges by a Service-Level Administrator before registering a CIPP Plan. Please see the guidance in the [“Initial CIPP Plan Registration”](#) document found under the “Create Initial CIPP Plan” tab for more information on how to create an account.

How do I register an initial CIPP Plan?

The first step is to [navigate to the OPA DCP](#), log in to the CIPP Plan System, and then click “Create initial CIPP Plan.” You will then be asked to enter CIPP Plan registration information before uploading a PDF of the plan to the system. For step-by-step instructions on how to complete the initial registration, see the guidance in the [“Initial CIPP Plan Registration”](#) document found under the “Create Initial CIPP Plan” tab.

A CIPP Plan may be developed and finalized prior to registration in the CIPP Plan System.

How do I register an updated CIPP Plan?

The first step is to [navigate to the OPA DCP](#), log in to the CIPP Plan System, and then click “Create Updated CIPP Plan.” You will then be asked to input updated CIPP Plan registration information and upload a copy of the updated plan to the system. For step-by-step instructions on how to complete the updated registration, please see the guidance in the [“Updated CIPP Plan Registration”](#) document found under the “Create Updated CIPP Plan” tab.

A CIPP Plan may be developed and finalized prior to registration in the CIPP Plan System.

If there are no changes to my initial CIPP Plan, do I have to register and upload an updated CIPP Plan?

Yes. Documenting that there are no changes between an initial and updated CIPP Plan is still required to be in compliance with DoDI 6400.11. The Service’s IPPW team

tasked with those duties must submit the updated CIPP Plan(s) to the CIPP Plan System by July 31, beginning in 2024.

What kind of CIPP Plan should I upload if I didn't meet the Initial CIPP Plan deadline?

An initial CIPP Plan is required prior to submitting an updated CIPP Plan to the CIPP Plan System. This means, if you do not submit an initial CIPP Plan by the deadline, you still must submit an **initial** CIPP Plan for the calendar year before you can submit an updated CIPP Plan.

What are the different sections of the registration process in the CIPP Plan System?

The registration process consists of five sections: (1) Community Information, (2) Community Priorities; (3) Community Unit/Organization Information; (4) CIPP Plan Upload; and (5) Review and Submit.

What is meant by unit type in a CIPP Plan registration?

The unit type is an optional field in the CIPP Plan registration that can be identified for each unit or organization that comprises a community. The type of unit should draw from the following list according to Service.

If your unit type is not listed below, please type out the unit type in the open text field in the OPA DCP.

Department of Defense

- Communications/Cyber
- Force Development
- Force Structure, Resources & Assessment
- HQ/Staff
- Intelligence Office
- Logistics
- Manpower & Personnel
- Operations
- Strategic Plans & Policy
- Other

Joint Service

- Communications/Cyber
- Force Development
- Force Structure, Resources & Assessment
- HQ/Staff
- Intelligence Office
- Logistics

- Manpower & Personnel
- Operations
- Strategic Plans & Policy
- Other

[ACTIVE DUTY] US Army (USA)

- Acquisitions
- Adjutant General
- Air Defense Artillery
- Airborne
- Armor
- Aviation
- Cavalry
- Chemical
- Engineer
- Field Artillery
- Finance
- HQ Staff/Element
- Infantry
- Logistics
- Maneuver and Multifunctional Support
- Medical
- Military Intelligence and Language
- Military Police
- Operations
- Ordnance
- Recruiting
- Signal
- Special Forces
- Training
- Transportation
- Other

[ACTIVE DUTY] US Navy (USN)

- Air
- Aircraft Carrier
- Amphibious
- Construction
- Expeditionary
- HQ Staff/Element
- Information Dominance
- Medical
- Reserve Forces
- Shore
- Special Forces

- Submarine
- Submarine Shore
- Surface Combatant
- Training
- Other

[ACTIVE DUTY] US Marine Corps (USMC)

- Artillery
- AVN Support Units (MWSS, MALS, MWCS, MWCG, VMU, etc.)
- Deputy Commandants (DCI, P&R, PPO, M&RA, I&L, MCCDC, AVN)
- Fixed Wing
- Formal Learning Centers
- HQ Cmd (MARFOR, IPAC, LSSS, HQBn, and H&Svc Bn)
- Infantry
- Logistics (CLR, CLB, ESB, CEB, Maint, Supply, TSB)
- MARSOC
- MCRC District Cmd
- MCRDs
- MEF HQ Group
- MEU
- Rotary Wing
- Other Combat Arms (Recon, LAR, Tanks, AAV, ANGLICO)

[ACTIVE DUTY] US Air Force (USAF)

- Air Mobility
- Aircraft Maintenance
- Civil Engineering
- Communications
- Contracting
- Dental
- Flying (Non-Training)
- Flying (Training)
- Force Support
- HQ Staff/Element
- Logistics
- Maintenance
- Medical
- Medical Operations
- Medical Support
- Operations
- Recruiting
- Rescue
- Security Forces
- Special Operations
- Training

- Training Support
- Weather
- Other

[ACTIVE DUTY] US Space Force (USSF)

- Air Mobility
- Aircraft Maintenance
- Civil Engineering
- Communications
- Contracting
- Dental
- Flying (Non-Training)
- Flying (Training)
- Force Support
- HQ Staff/Element
- Logistics
- Maintenance
- Medical
- Medical Operations
- Medical Support
- Operations
- Recruiting
- Rescue
- Security Forces
- Special Operations
- Training
- Training Support
- Weather
- Other

[ACTIVE DUTY] US Coast Guard (USCG)

- AIRSTA/AIRFAC
- Area/District
- BASE/IPF/IPD/CEU
- Cutter
- HQ (DIRECTORATES, DCO, DCMS)
- MSST/MSRT/MFPU/TACLET/PSU
- SECTOR/SFO/MSU/MSD/STATION.ANT
- Other Ashore Unit

National Guard (Army/Air/Joint)

- Not applicable

[RESERVE] US Army (USA)

- Acquisitions
- Adjutant General
- Air Defense Artillery
- Airborne
- Armor
- Aviation
- Cavalry
- Chemical
- Engineer
- Field Artillery
- Finance
- HQ Staff/Element
- Infantry
- Logistics
- Maneuver and Multifunctional Support
- Medical
- Military Intelligence & Language
- Military Police
- Operations
- Ordnance
- Recruiting
- Signal
- Special Forces
- Training
- Transportation
- Other

[RESERVE] US Navy (USN)

- Air
- Aircraft Carrier
- Amphibious
- Construction
- Expeditionary
- HQ Staff/Element
- Information Dominance
- Medical
- Reserve Forces
- Shore
- Special Forces
- Submarine
- Submarine Shore
- Surface Combatant
- Training
- Other

[RESERVE] US Marine Corps (USMC)

- Artillery
- AVN Support Units (MWSS, MALS, MWCS, MWCG, VMU, etc.)
- Deputy Commandants (DCI, P&R, PPO, M&RA, I&L, MCCDC, AVN)
- Fixed Wing
- Formal Learning Centers
- HQ Cmd (MARFOR, IPAC, LSSS, HQBn, and H&Svc Bn)
- Infantry
- Logistics (CLR, CLB, ESB, CEB, Maint, Supply, TSB)
- MARSOC
- MCRC District Cmd
- MCRDs
- MEF HQ Group
- MEU
- Rotary Wing
- Other Combat Arms (Recon, LAR, Tanks, AAV, ANGLICO)

[RESERVE] US Air Force (USAF)

- Air Mobility
- Aircraft Maintenance
- Civil Engineering
- Communications
- Contracting
- Dental
- Flying (Non-Training)
- Flying (Training)
- Force Support
- HQ Staff/Element
- Logistics
- Maintenance
- Medical
- Medical Operations
- Medical Support
- Operations
- Recruiting
- Rescue
- Security Forces
- Special Operations
- Training
- Training Support
- Weather
- Other

[RESERVE] US Space Force (USSF)

- Air Mobility
- Aircraft Maintenance
- Civil Engineering
- Communications
- Contracting
- Dental
- Flying (Non-Training)
- Flying (Training)
- Force Support
- HQ Staff/Element
- Logistics
- Maintenance
- Medical
- Medical Operations
- Medical Support
- Operations
- Recruiting
- Rescue
- Security Forces
- Special Operations
- Training
- Training Support
- Weather
- Other

[RESERVE] US Coast Guard (USCG)

- AIRSTA/AIRFAC
- Area/District
- BASE/IPF/IPD/CEU
- Cutter
- HQ (DIRECTORATES, DCO, DCMS)
- MSST/MSRT/MFPU/TACLET/PSU
- SECTOR/SFO/MSU/MSD/STATION.ANT
- Other Ashore Unit

What file types can be uploaded?

The CIPP Plan must be saved as a single PDF to upload to the system.

Making Changes to a CIPP Plan Registration

Can I save my progress in the CIPP Plan System and complete the registration later?

Yes. You can save your progress and return to the CIPP Plan System at a later time to complete the registration of a CIPP Plan. This can be helpful if your community has multiple units.

To edit an in-process CIPP Plan, navigate to “My Communities & CIPPs.” Once there, you will see the available CIPP Plans, which include in-process CIPP Plan registrations. For more information on how to edit in-process CIPP Plans, see the guidance in the [“My Communities & CIPP Plans”](#) document found under the “My Communities and CIPP Plans” tab.

I’m performing IPPW duties and responsible for registering my community’s CIPP Plan; can I edit registration information after I submitted my CIPP Plan in the OPA DCP?

No. The registration information in the system is locked and cannot be reopened once a CIPP Plan has been submitted.

I’m performing IPPW duties and responsible for uploading my community’s CIPP Plan; can I replace my CIPP Plan after I submitted it in the OPA DCP?

No. A CIPP Plan cannot be edited or resubmitted after the submission of the CIPP Plan in the system.

I’m a community leader; can I edit a CIPP Plan registration for my community?

No. A community leader can only view CIPP Plan registrations in the OPA DCP after the CIPP Plan is complete, uploaded, and submitted to the system. The registration information and CIPP Plan in the system is locked and cannot be reopened once a CIPP Plan has been submitted.

I am a unit commander/organization leader; can I edit a CIPP Plan registration associated with my unit/organization?

No. A unit commander/organization leader can only view CIPP Plan registrations in the OPA DCP after the CIPP Plan is complete, uploaded, and submitted to the system. The registration information and CIPP Plan in the system is locked and cannot be reopened once a CIPP Plan has been submitted.

Viewing a CIPP Plan and Associated Registration

How do I view my unit's/organization's CIPP Plan?

Click "My Communities & CIPP Plans" on the CIPP Plan System home page. The system will provide the list of completed CIPP Plan registrations to which you have access.

CIPP Plan Registration Help

Who should CIPP Plan System users contact if they experience technical difficulties using the CIPP Plan System?

If you have technical questions about the CIPP Plan System or the registration process, please contact our help desk at:

- OPA_DCP@datarecognitioncorp.com
- 1-833-867-5674

Who should CIPP Plan System users contact if they have questions about the content of their CIPP Plan or need to be granted IPPW user privileges to access the CIPP Plan System?

Below are points of contact for the Service-level IPPW. Please contact the appropriate persons via e-mail by searching for their name in your Service e-mail directory.

- U.S. Army
 - Beverly L. Fortson
 - Marjorie D. Dorak
 - Katherine C. Schaughency
 - Rachel J. Sandlain
 - Brantley P. Jarvis
 - Amanda R. Braasch
- U.S. Navy
 - Mark S Vandervort
 - Anjenette M. Clintonsherrod
 - Robert J. Lamb
 - Rynda Lee
 - Tammy M. Orourke
 - Matthew T. Barthel
- U.S. Marine Corps
 - Robert Wilson
 - Aaron A. Bonner
 - Paul Corner
 - Kevin M. Thompson
 - Shanell Bell
 - Patricia L. Reynolds
 - Blanca E. Gonzalezphe
 - Andrea Cole
 - Brendan M. Timmons
 - Donovan Saltergreen
 - Herman Hayes

- Mika Haberlin-Sleppy
- James Copeland
- Sandra Morrison
- Zena Bowen
- Rose Barros
- Jessica Thompson
- Nita Naschold
- Kaylani Abejar
- Ernest W. Rose
- Abby Duran
- Michelle Wozniak
- Lauren Swinson
- Anne Hickey
- Jennifer Duhon
- Jackson C. Green
- U.S. Air Force
 - Vincent Howard⁵
 - Jenna Lightfoot
- U.S. Space Force
 - Krystal Shiver
- U.S. National Guard
 - Emily L. Vernon

⁵ Please reach out to the e-mail address that includes .6 to contact Vincent Howard.