



U.S. Department of Defense

# CIPP Plan System: Adding Proxies and Transferring CIPP Plan Registrations

December 2024

## Introduction

The Defense Climate Portal (DCP) allows users to manage access to specific Comprehensive Integrated Primary Prevention (CIPP) Plan registrations, both by adding additional users to a given registration via “proxy” users and by transferring a registration from one user to another, revoking the access of the former user, and establishing access for the new user. Adding a proxy or making a transfer may be done for several reasons.

Incoming Integrated Primary Prevention Workforce (IPPW) personnel, community leaders, and unit/organization commanders/leaders may require visibility of previous CIPP Plan registrations. Additionally, in some organizations, IPPW personnel may create CIPP Plans as a team, with multiple individuals contributing to a single CIPP Plan registration. In these examples, additional individuals can be given access to CIPP Plan registrations via the proxy function, adding IPPW personnel, community leaders, and commanders/leaders to a registration.

However, if IPPW personnel or a community leader should no longer have access to a CIPP Plan registration and a new individual should be granted access—for example, if a user is no longer employed at a particular community—then there is the capability to transfer the registration to a new user. Transferring CIPP Plan registrations can only be completed by users who hold Service Administrator user access in the Office of People Analytics (OPA) DCP.

These instructions show how to add proxies to CIPP Plan registrations for IPPW personnel, community leaders, and commanders/leaders as well as the steps to transfer CIPP Plan registrations between two IPPW personnel or community leaders.

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## Adding a Proxy for a CIPP Plan Registration

IPPW personnel, community leaders, and unit/organization commanders/leaders can add up to three proxies for a given CIPP Plan registration, giving additional users the same level of access to that registration as the original user. Users can only designate proxies for their own user role. For example, community leaders can only add proxy community leaders and cannot designate proxy IPPW personnel or unit/organization commanders/leaders. Keep in mind that proxies can only be added after a CIPP Plan registration has been submitted. The section below provides step-by-step instructions for designating proxies on a CIPP Plan registration.

- **Step 1** – Log in to the OPA Defense Climate Portal ([www.drccedirect.com/all/eca-portal-v2-ui/#/login/DEOCS](http://www.drccedirect.com/all/eca-portal-v2-ui/#/login/DEOCS)). For the best results, use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari.

**Sign In**

Username\*

Password\*

Show Text

Sign in

[Forgot your password?](#)

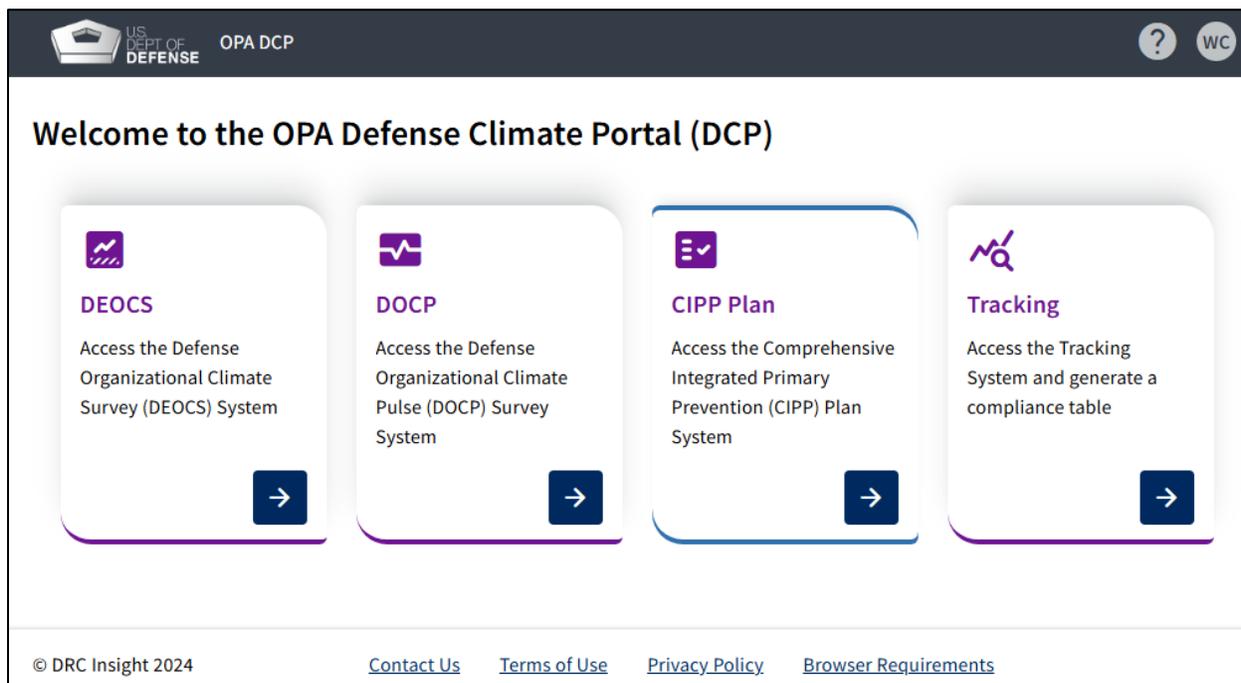
**Welcome to the OPA Defense Climate Portal**

Please reach out to the OPA Defense Climate help desk for more information (OPA\_DCP@datarecognitioncorp.com or 1-833-867-5674).

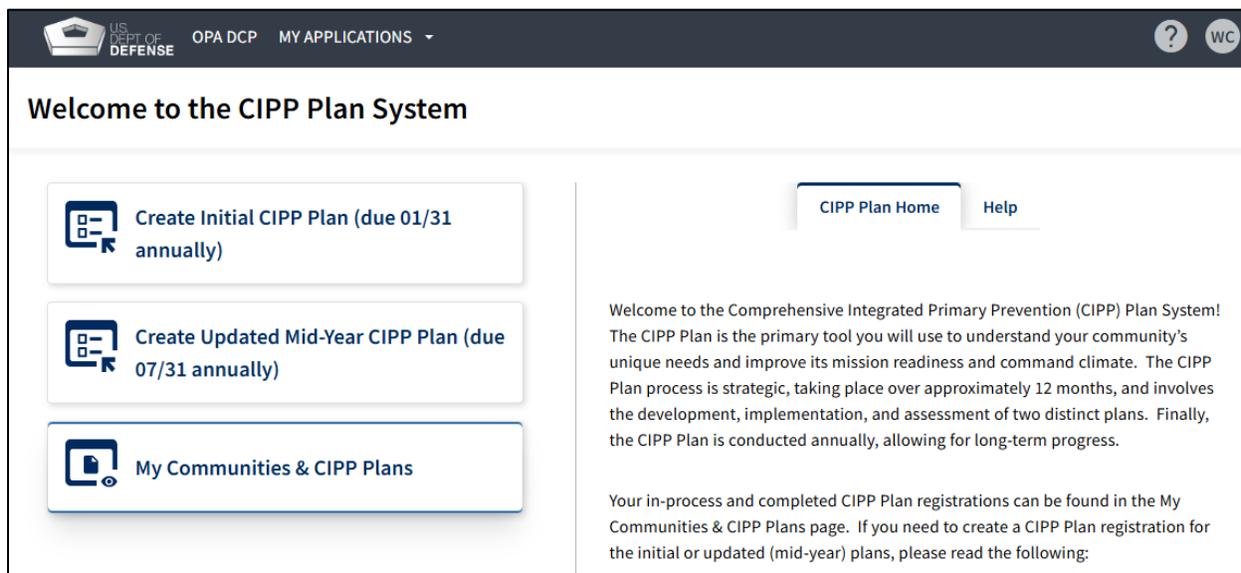
To access program content, authorized personnel need to login to the secure website with their email address and password. General Information is available under All Applications in the top menu of this page.

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- **Step 2** – Navigate to the CIPP Plan System.



- **Step 3** – Click on the “My Communities & CIPP Plans” tab.



- **Step 4** – Click on the three vertical dots under the “Actions” column for the CIPP Plan registration of interest and click “Manage” to navigate to the Manage User Access page.

**My Communities & CIPP Plans**

This page provides a quick reference for the CIPP Plan registrations in your purview by allowing access to view multiple communities at a glance. The functions listed under “Actions” are based on your user role, allowing the ability to edit, view, and manage user access to CIPP Plans.

- The summary table below includes the registered CIPP Plans associated with your user role.
- IPPW personnel can see “Uploaded” and “Draft” CIPP Plans while community leaders and unit/organization commanders/leaders can only see “Uploaded” CIPP Plans.
- For IPPW personnel, the “Actions” available allow for editing, deleting, and managing user access to a community, as well as uploading and downloading CIPP Plans.
- For community leaders and unit/organization commanders/leaders, the “Actions” available allow for viewing and downloading submitted CIPP Plans and their registrations.
- If you require additional guidance, please review the user resource, Viewing Multiple Communities at a Glance with ‘My Communities and CIPP Plans’ Page.

CIPP Plan ID	Actions	Version	Community Name	Community Leader	Community Leader E-mail	Status
XscGbQWv-I	⋮	Initial 2024	DCP Team	Testing Test	Test123@mail.mil	Uploaded
XscGbQWv-U	⋮		DCP Team	Will Cosner	Test123@mail.mil	Draft

Community  
View  
Manage  
Plan  
Download

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**Step 5** – Click the “Add Proxy” button under the relevant user section.

- Click the corresponding drop-down to add proxies for the IPPW personnel, community leader, or unit/organization commander(s)/leader(s).
- Keep in mind that individuals can only assign proxies for their own role in the CIPP Plan registration. For example, if you are a unit/organization commander/leader, then you will only be able to add commander/leader proxies.

The screenshot shows a web application interface for managing user access. At the top, there is a navigation bar with the US Dept of Defense logo, 'OPA DCP', and a dropdown menu 'REGISTER/VIEW CIPP PLANS'. On the right, there are help and user icons. The main heading is 'Manage User Access' with a sub-heading 'CIPP Plan ID: PVIImYVoh-I'. A note below states '\* This is a unique system-generated CIPP Plan ID.' The main content area is a scrollable panel with three sections: 'IPPW Information: Cosner, William' (expanded), 'Community Leader Information: Cosner, Will' (collapsed), and 'Unit/Organization Commander/Leader's Information: Cosner, William' (collapsed). The IPPW section lists 'First Name: William', 'Last Name: Cosner', and 'E-mail: william.p.cosner.ctr@mail.mil'. Below this is the 'IPPW Proxies' section with the instruction 'Designate up to three proxies in the event the above is absent.' and an 'Add Proxy' button. A 'Back' button is located at the bottom left of the panel.

- **Step 6** – Search for the relevant e-mail address of the individual you want to add and click “Select.”
  - The individual must have an OPA DCP user account to be added to a CIPP Plan registration.
  - To add proxy IPPW personnel, the user must have IPPW user access for the OPA DCP. If you or a colleague need assistance receiving IPPW user access, then please see the CIPP Plan Registration Help section of the FAQs.<sup>1</sup>

The screenshot shows a 'User Selection' dialog box. At the top, there is a search bar labeled 'Full E-mail Address' containing the text 'alyssa.n.mchoes.ctr@'. Below the search bar is a table with three columns: 'Name', 'E-mail', and 'Select'. The table contains one row with the following data: 'Alyssa McHoes' in the Name column, 'alyssa.n.mchoes.ctr@mail.mil' in the E-mail column, and a 'Select' button in the Select column.

Name ↕	E-mail ↕	Select
Alyssa McHoes	alyssa.n.mchoes.ctr@mail.mil	Select

<sup>1</sup> To access the CIPP Plan System FAQs, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Comprehensive-Integrated-Primary-Prevention-Plan-System-Resource-Center/> and under Frequently Asked Questions, click on the “CIPP Plan System: Frequently Asked Questions.”

- **Step 7** – Confirm that the proxy user has been added to the CIPP Plan registration by double-checking that their name and e-mail address appear under the “IPPW Proxies,” “Community Leader Proxies,” or “Unit/Organization Commander/Leader Proxies” section.

**Manage User Access**

**CIPP Plan ID: PvlmYVoh-I**

\* This is a unique system-generated CIPP Plan ID.

**IPPW Information: Cosner, William** ^

**First Name**  
William

**Last Name**  
Cosner

**E-mail**  
william.p.cosner.ctr@mail.mil

**IPPW Proxies**  
Designate up to three proxies in the event the above is absent.

- Alyssa McHoes - alyssa.n.mchoes.ctr@mail.mil 

**Community Leader Information: Cosner, Will** v

**Unit/Organization Commander/Leader's Information: Cosner, William** v

## Transferring a CIPP Plan Registration

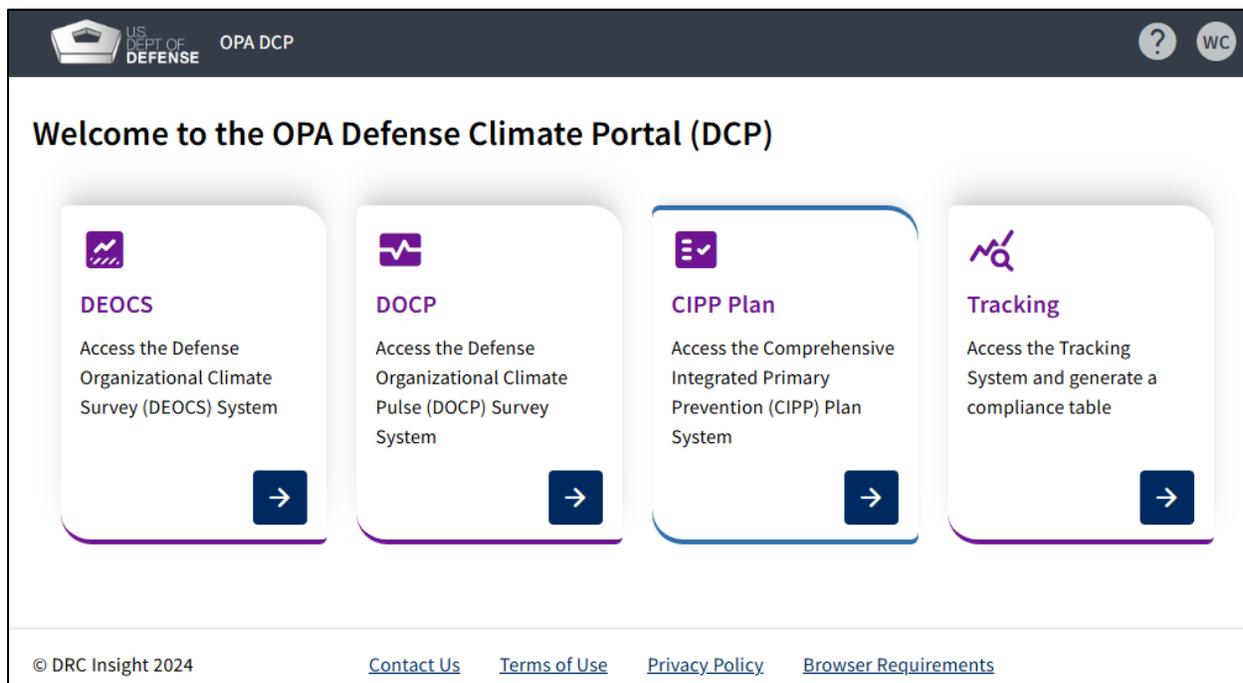
Designating a proxy grants a new individual access while retaining the access of the original individual to the CIPP Plan registration. In addition, transferring a CIPP Plan registration grants a new individual access while revoking the original individual's access. Transferring CIPP Plan registrations can only be conducted by a Service Administrator in the OPA DCP. Additionally, CIPP Plan registrations can only be transferred for the IPPW user and the community leader associated with the CIPP Plan. If you are interested in transferring a CIPP Plan registration, then please reach out to the IPPW service points of contact (POC) identified at the bottom of the CIPP Plan System FAQs and request that they follow the below steps to complete the transfer.<sup>2</sup>

- **Step 1** – Log in to the OPA Defense Climate Portal ([www.drceirect.com/all/eca-portal-v2-ui/#/login/DEOCS](http://www.drceirect.com/all/eca-portal-v2-ui/#/login/DEOCS)). For the best results, use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari.

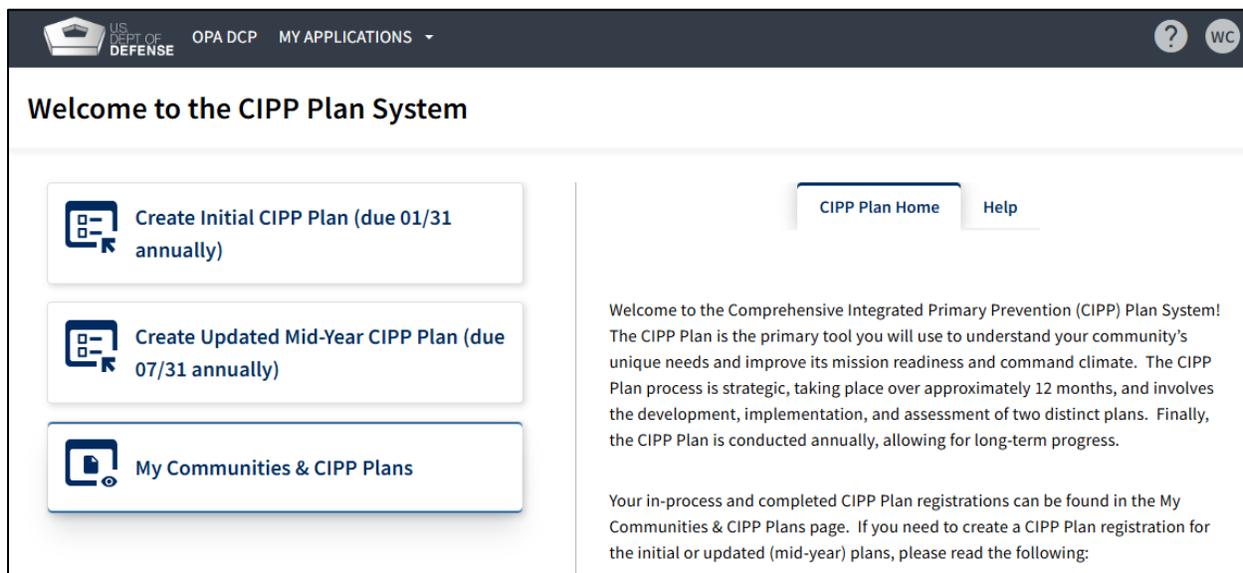
The screenshot shows the login interface for the OPA Defense Climate Portal. On the left, there is a 'Sign In' form with the following elements: a 'Username\*' field, a 'Password\*' field with a 'Show Text' checkbox, a 'Sign in' button, and a 'Forgot your password?' link. On the right, a dark blue sidebar contains the text: 'Welcome to the OPA Defense Climate Portal', 'Please reach out to the OPA Defense Climate help desk for more information (OPA\_DCP@datarecognitioncorp.com or 1-833-867-5674).', and 'To access program content, authorized personnel need to login to the secure website with their email address and password. General Information is available under All Applications in the top menu of this page.' The footer of the page includes '© DRC Insight 2024' and links for 'Contact Us', 'Terms of Use', 'Privacy Policy', and 'Browser Requirements'.

<sup>2</sup> To access the CIPP Plan System FAQs, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Comprehensive-Integrated-Primary-Prevention-Plan-System-Resource-Center/> and under Frequently Asked Questions, click on the “CIPP Plan System: Frequently Asked Questions.”

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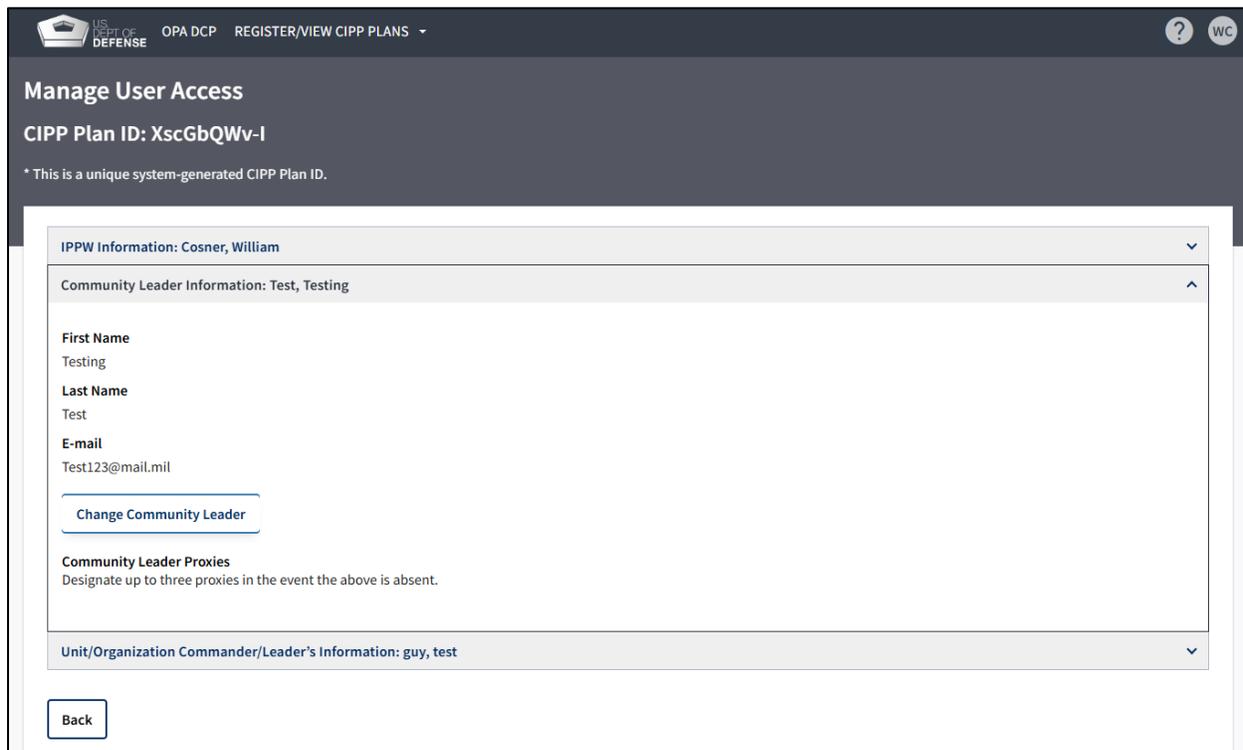
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XscGbQWv-I	⋮	Initial 2024	DCP Team	Testing Test	Test123@mail.mil	Uploaded
XscGbQWv-U	⋮		DCP Team	Will Cosner	Test123@mail.mil	Draft

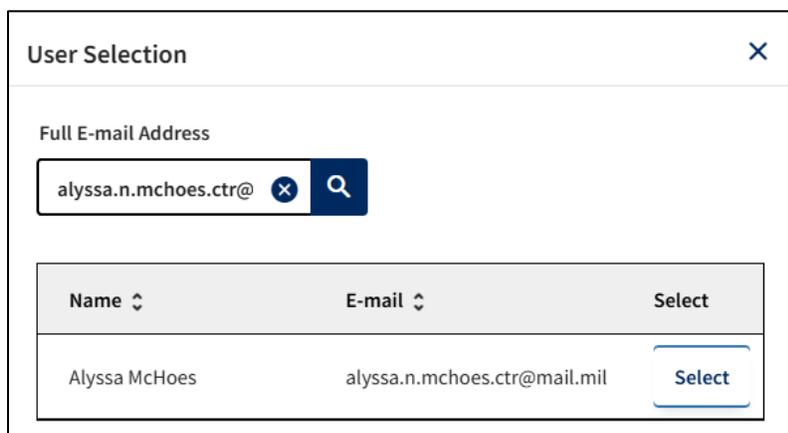
Community  
 View  
 Manage  
 Plan  
 Download

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- **Step 5** – Click the “Change IPPW” button under the IPPW section or “Change Community Leader” button under the community leader section.
  - It is not currently possible to transfer CIPP Plan registrations for commanders/leaders.



- **Step 6** – Search for the relevant e-mail address of the individual you want to transfer to and click “Select.”
  - The individual must have an OPA DCP user account to have a CIPP Plan registration transferred to them.
  - To transfer the registration for the IPPW personnel, the user must have IPPW user access in the OPA DCP.



- **Step 7** – Confirm that the CIPP Plan registration has been transferred to the correct individual by double-checking that their name and e-mail address appear in the “IPPW Information” or “Community Leader Information” section.

The screenshot shows a web application interface for the US Dept of Defense OPA DCP. The page title is 'REGISTER/VIEW CIPP PLANS'. A message at the top states: '\* This is a unique system-generated CIPP Plan ID.' The main content area is titled 'IPPW Information: Cosner, William' and contains a section for 'Community Leader Information: McHoes, Alyssa'. This section includes the following details:

- First Name:** Alyssa
- Last Name:** McHoes
- E-mail:** alyssa.n.mchoes.ctr@mail.mil

Below the details is a button labeled 'Change Community Leader'. Underneath is a section for 'Community Leader Proxies' with the instruction: 'Designate up to three proxies in the event the above is absent.' At the bottom of the main content area, there is a dropdown menu for 'Unit/Organization Commander/Leader's Information: guy, test' and a 'Back' button.

### Contacting the Help Desk

For technical assistance regarding the CIPP Plan proxy or transfer process, reach the help desk at:

- [opa\\_dcp@datarecognitioncorp.com](mailto:opa_dcp@datarecognitioncorp.com)
- 1-833-867-5674

For questions about CIPP Plan System content, reach the help desk at:

- [dodhra.opa-cca-support@mail.mil](mailto:dodhra.opa-cca-support@mail.mil)