



CIPP Plan System: Adding Proxies and Transferring CIPP Plan Registrations

August 2025

Introduction

The Defense Command 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.

CIPP Plan administrators (typically 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 draft CIPP Plan registrations via the proxy function, adding CIPP Plan administrators, community leaders, and commanders/leaders to a registration.

However, if a CIPP Plan administrator 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 CIPP Plan administrators, community leaders, and commanders/leaders as well as the steps to transfer CIPP Plan registrations between two CIPP Plan administrators or community leaders.

Table of Contents

Introduction	1
Adding a Proxy for a CIPP plan Registration.....	3
Transferring a CIPP plan Registration.....	9
Contacting the Help Desk.....	14

Adding a Proxy for a CIPP Plan Registration

CIPP Plan administrators, 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 CIPP Plan administrators or unit/organization commanders/leaders. Proxies can be added to saved draft CIPP Plan registrations or submitted CIPP Plan registrations. The section below provides step-by-step instructions for designating proxies on a CIPP Plan registration.

- **Step 1 – Log in to the OPA DCP** (www.drcedirect.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

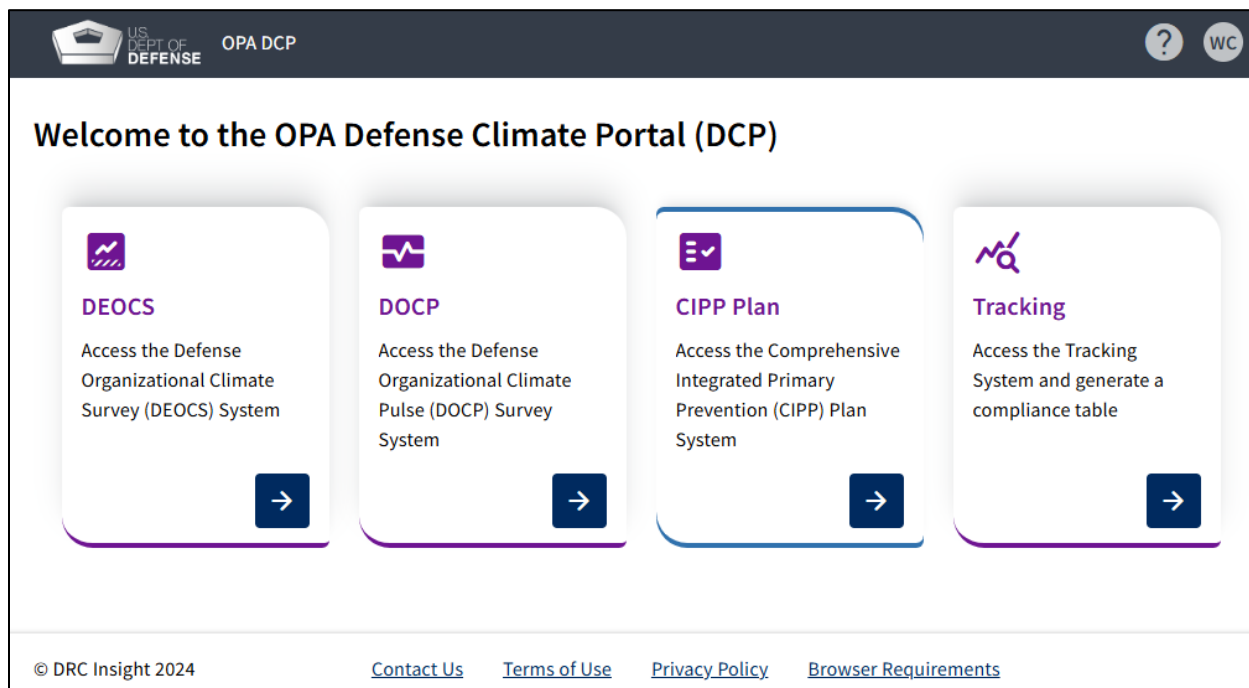
Please reach out to the OPA Defense Climate help desk for more information (OPA_DCP@datarecognitioncorp.com or 1-833-867-5674).

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.

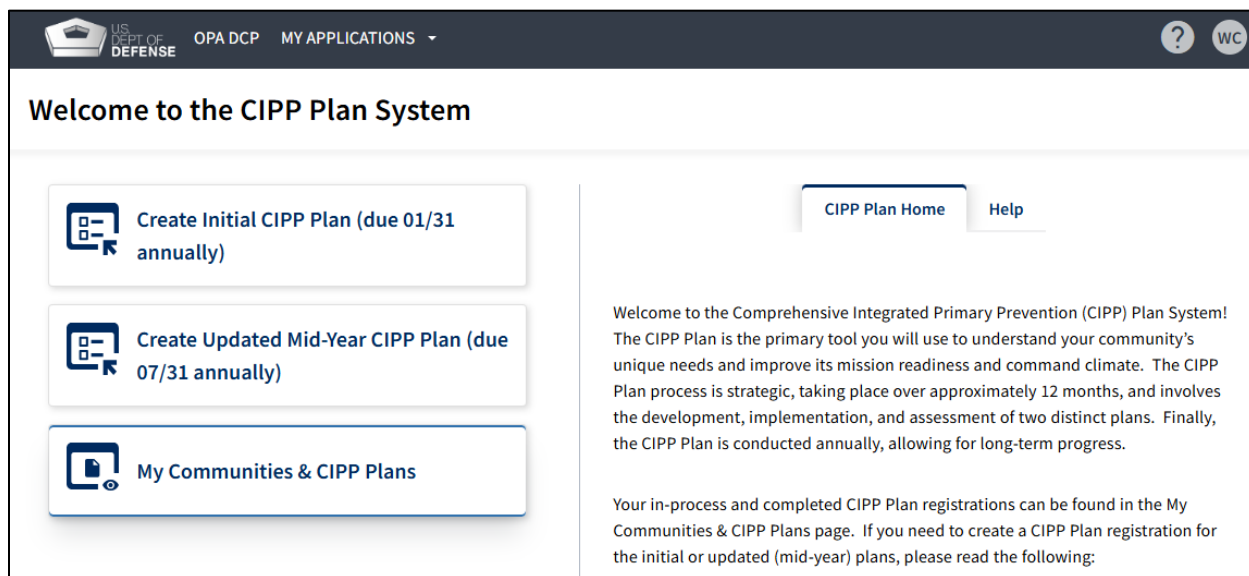
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- **Step 2 – Navigate to the CIPP Plan System.**



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



- **Step 4 – Click on “Manage” under the “Actions” column.**
 - 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.

• 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 ↑
1ulpnwAK-I	⋮	Initial 2025	DCP Team Test	Testing Test	test123@mail.mil	Draft
7dggjcZ8-U	Community	5	DCP Team Test	Testing Test	test123@mail.mil	Draft
XscGbQWv-U	Edit	4	DCP Team	Will Cosner	Test123@mail.mil	Draft
7dggjcZ8-I	Delete		DCP Team Test	Testing Test	test123@mail.mil	Uploaded
XscGbQWv-I	Manage		DCP Team	Testing Test	Test123@mail.mil	Uploaded
	Plan					
	Upload					
	Delete					
	Link					

< > 1 of 1 page(s) Items per page: 10 Total 5 items

- **Step 5 – Click the “Add Proxy” button under the relevant user section.**
 - Click the corresponding drop-down to add proxies for the CIPP Plan administrator, 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.

Manage User Access

CIPP Plan ID: 1ulpnwAK-I

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

CIPP Plan Administrator Information: Cosner, William

First Name

William

Last Name

Cosner

E-mail

william.p.cosner.ctr@mail.mil

CIPP Plan Administrator Proxies

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

Add Proxy

Community Leader Information: Test, Testing

Unit/Organization Commander/Leader's Information: guy, test

Back

- **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.

User Selection

Full E-mail Address

dodhra.opa-cca-suppr

×

Q

Name ↕	E-mail ↕	Select
Office of People Analytics (OPA) Research	DODHRA.OPA-CCA-Support @mail.mil	<div>Select</div>

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

Manage User Access
CIPP Plan ID: 1ulpnwAK-I
* This is a unique system-generated CIPP Plan ID.


CIPP Plan Administrator Information: Cosner, William ^

First Name
William

Last Name
Cosner

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

CIPP Plan Administrator Proxies
Designate up to three proxies in the event the above is absent.

- Office of People Analytics (OPA) Research - DODHRA.OPA-CCA-Support@mail.mil 

Add Proxy

Community Leader Information: Test, Testing v

Unit/Organization Commander/Leader's Information: guy, test v

Back

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 CIPP Plan administrator 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 end of the CIPP Plan System FAQs and request that they follow the steps below to complete the transfer.¹

- **Step 1 – Log in to the OPA DCP** (www.drcedirect.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).

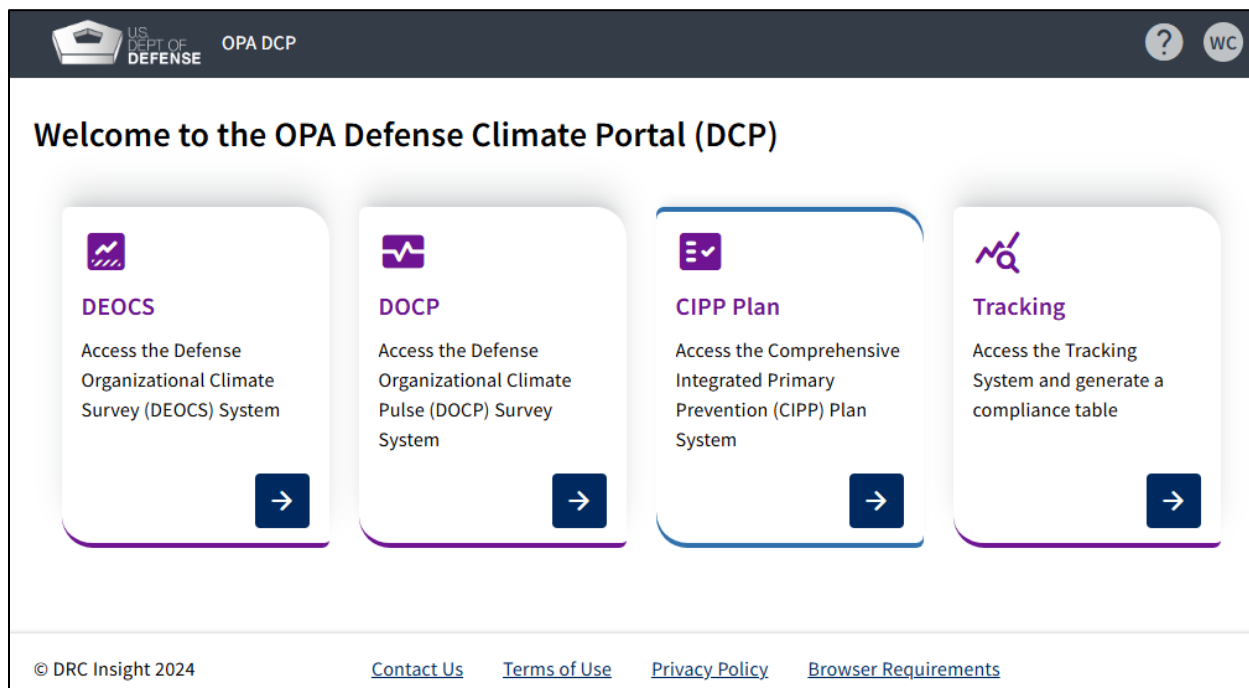
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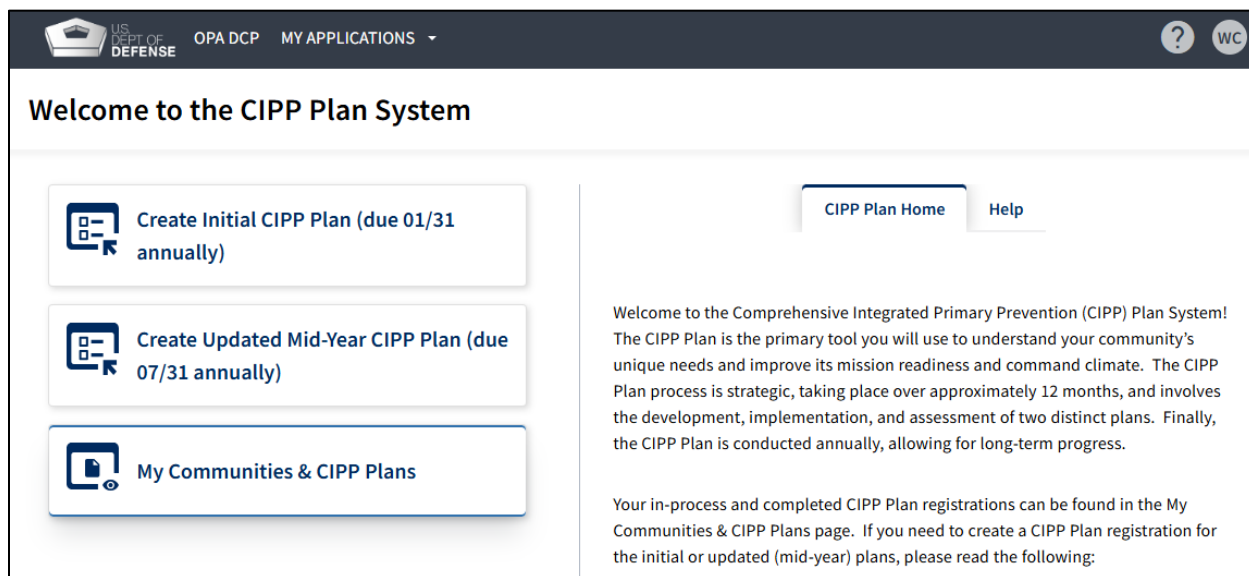
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¹ To access the CIPP Plan System FAQs, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Comprehensive-Integrated-Primary-Prevention-Plan-System-Resource-Center/#faq> and under Frequently Asked Questions, click on the “CIPP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

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



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



- **Step 4 – Click on “Manage” under the “Actions” column.**
 - 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.

DCP

CIPP Plan ID	Actions	Version	Community Name	Community Leader	Community Leader E-mail	Status
D9TzIOSX-U	<div></div>	Updated 2025	2025 DCP Community	AF Leader	af_communityleader@mail.mil	Uploaded
D9TzIOSX-I	<div></div>	Initial 2025	2025 DCP Community	AF Leader	af_communityleader@mail.mil	Uploaded
s7BNqzeN-I	<div></div>	Initial 2025	2025 DCP Community	Army SLA	army_sla@mail.mil	Uploaded
OP68k2rL-I	<div></div>	Initial 2025	DCP Team	Tom Smith	dcptest@mail.mil	Uploaded
OP68k2rL-U	<div></div>	Updated 2025	DCP Team	Tom Smith	dcptest@mail.mil	Uploaded
7pRqgcwd-I	<div><div>Community</div><div><div><div></div></div>View</div><div><div><div></div></div>Manage</div></div>		OPA DCP	Richard Winters	richard.d.winters@army.mil	Draft
n2YQVnzJ-U			OPA DCP	Sela Harcey	test1@mail.mil	Draft
8ZwuXvQp-I	<div><div>Plan</div><div><div><div></div></div>Download</div><div><div><div></div></div>View Link</div><div><div><div></div></div>Link</div></div>		OPA DCP	Will Cosner	test1@mail.mil	Uploaded
8ZwuXvQp-U			OPA DCP	Will Cosner	test1@mail.mil	Draft
1MSsY3ij-U			DCP Unit 2025 - Link test	Sela Harcey	test1@mail.mil	Draft

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

Manage User Access

CIPP Plan ID: OP68k2rL-U

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

CIPP Plan Administrator Information: Cosner, William

Community Leader Information: Smith, Tom

First Name
Tom

Last Name
Smith

E-mail
dcptest@mail.mil

[Change Community Leader](#)

Community Leader Proxies
Designate up to three proxies in the event the above is absent.

Unit/Organization Commander/Leader's Information: Cosner, Will

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

[Back](#)

- **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.

User Selection

Full E-mail Address

surveyadmin@mail.m

×

Q

Name ↑	E-mail ↕	Select
Survey Admin	surveyadmin@mail.mil	Select

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

CIPP Plan Administrator Information: Cosner, William

Community Leader Information: Admin, Survey

First Name

Survey

Last Name

Admin

E-mail

surveyadmin@mail.mil

Change Community Leader

Community Leader Proxies

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

Unit/Organization Commander/Leader's Information: Cosner, Will

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

Back

Contacting the Help Desk

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

- 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