



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.

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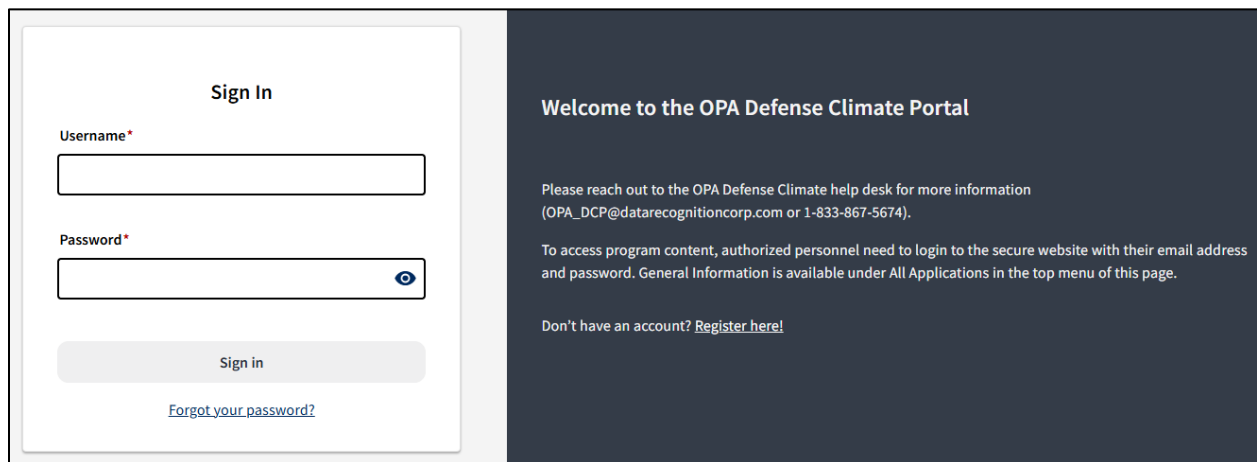
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Adding a Proxy for a CIPP Plan Registration

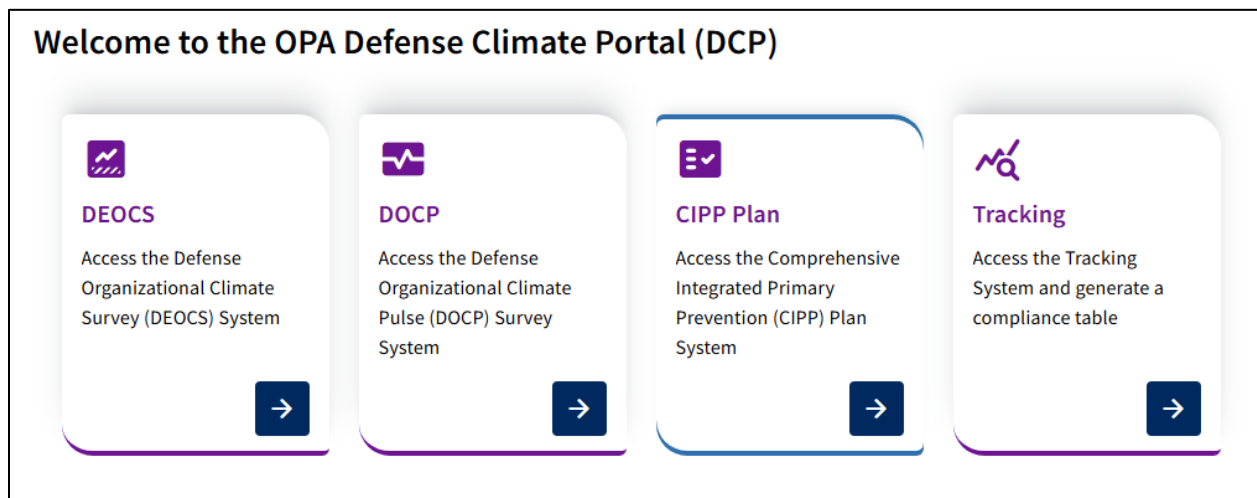
CIPP Plan administrators, community leaders, and unit/organization commanders/leaders can add up to three proxies for a given CIPP Plan registration, giving additional users the same level of access to that registration as the original user. Users can only designate proxies for their own user role. For example, community leaders can only add proxy community leaders and cannot designate proxy CIPP Plan administrators or unit/organization commanders/leaders.

CIPP Plan administrator proxies can be added to saved draft CIPP Plan registrations or submitted CIPP Plan registrations, while community leader or commander/leader proxies can be added to 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.drceadirect.com/all/eca-portal-v2-ui/#/login/DEOCS). For the best results, use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari.



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



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

Welcome to the CIPP Plan System

Create Annual CIPP Plan (due 05/31 annually)

Create Updated CIPP Plan (optional)

My Communities & CIPP Plans

CIPP Plan Home
Help

Welcome to the Comprehensive Integrated Primary Prevention (CIPP) Plan System! The CIPP Plan is the primary tool you will use to understand your community's unique needs and to improve its mission readiness and command climate. The CIPP Plan process is strategic, taking place over approximately 12 months, and involves the development, implementation, and assessment of one annually required plan.

Your in-process and completed CIPP Plan registrations can be found in the My Communities & CIPP Plans page. Before creating the CIPP Plan registration for the required annual plan or the optional updated plan, please read the following:

The annual CIPP Plan for a community **must be uploaded to this system no later than 05/31 each year**. The CIPP Plan is a tool for identifying and addressing your community's unique command climate challenges and strengths. **To register and upload your community's new CIPP Plan for the year to meet the annual requirement, click “Create Annual CIPP Plan.”**

- **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.

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CIPP Plan ID ↕	Actions	Version ↕	Community Name ↕	Community Leader ↕	Community Leader E-mail ↕	Status ↓
9yrAKcgx-A	⋮	Annual 2026	DCP Community	Will Cosner	test@mail.mil	Uploaded
w35yrILy-l	⋮		DCP Team	Tom Smith	dcptest@mail.mil	Uploaded
bMLjMDC5-l	⋮		DCP CIPP Proxy Test	Alyssa McHoes	alyssa.n.mchoes.ctr@mail.mil	Uploaded
dz785aPE-l	⋮		DCP Unit 2025	Will Cosner	test@mail.mil	Uploaded
UWpn6iES-l	⋮		DCP Unit 2025	Will Cosner	test@mail.mil	Uploaded
GFTPBH9o-U	⋮	Updated 2025	DCP Unit 2025	Will Cosner	test@mail.mil	Uploaded

- **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: 9yrAKcgx-A

* 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: Cosner, Will v

Unit/Organization Commander/Leader's Information: Smith, James v

Unit/Organization Commander/Leader's Information: Smith, Tom v

- **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

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Name ↕	E-mail ↕	Select
Office of People Analytics (OPA) Research	DODHRA.OPA-CCA-Support@mail.mil	<input type="button" value="Select"/>

- **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: 9yrAKcgx-A

* 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.

- Help Line - dodhra.mc-alex.dpac.mbx.opa-cca-support@mail.mil 🗑

Add Proxy

Community Leader Information: Cosner, Will v

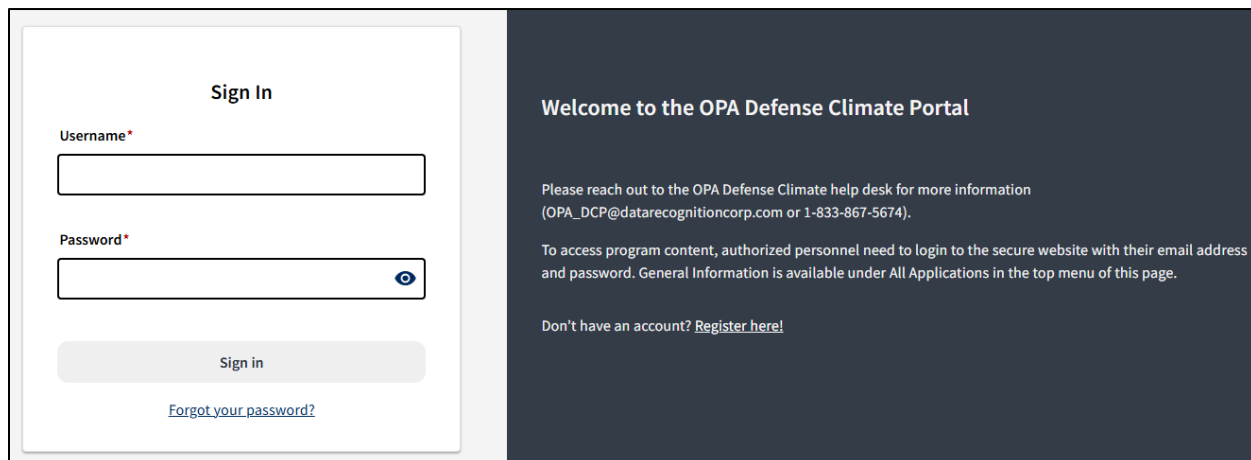
Unit/Organization Commander/Leader’s Information: Smith, James v

Unit/Organization Commander/Leader’s Information: Smith, Tom 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 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.drceirect.com/all/eca-portal-v2-ui/#/login/DEOCS). For the best results, use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari.



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/#faqs> and under Frequently Asked Questions, click on the “CIPP Plan System: Frequently Asked Questions.”

- Step 2 – Navigate to the CIPP Plan System.

Welcome to the OPA Defense Climate Portal (DCP)

<p>DEOCS</p> <p>Access the Defense Organizational Climate Survey (DEOCS) System</p> <p>→</p>	<p>DOCP</p> <p>Access the Defense Organizational Climate Pulse (DOCP) Survey System</p> <p>→</p>	<p>CIPP Plan</p> <p>Access the Comprehensive Integrated Primary Prevention (CIPP) Plan System</p> <p>→</p>	<p>Tracking</p> <p>Access the Tracking System and generate a compliance table</p> <p>→</p>
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- Step 3 – Click on the “My Communities & CIPP Plans” tab.

Welcome to the CIPP Plan System

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My Communities & CIPP Plans

CIPP Plan Home Help

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- **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.
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CIPP Plan ID ↕	Actions	Version ↕	Community Name ↕	Community Leader ↕	Community Leader E-mail ↕	Status ↓
9yrAKcgx-A	⋮	Annual 2026	DCP Community	Will Cosner	test@mail.mil	Uploaded
w35yrILy-l	<div style="border: 1px solid #ccc; background-color: #fff; padding: 5px; width: 150px;"> <p style="margin: 0; font-weight: bold; font-size: 0.8em;">Community</p> <p style="margin: 0; font-size: 0.8em;">👁️ View</p> <p style="margin: 0; font-size: 0.8em; border: 1px solid #007bff; padding: 2px;">👤 Manage</p> </div>		DCP Team	Tom Smith	dcptest@mail.mil	Uploaded
bMLjMDC5-l			DCP CIPP Proxy Test	Alyssa McHoes	alyssa.n.mchoes.ctr@mail.mil	Uploaded
dz785aPE-l			DCP Unit 2025	Will Cosner	test@mail.mil	Uploaded
UWpn6iES-l			DCP Unit 2025	Will Cosner	test@mail.mil	Uploaded
GFTPBH9o-U			DCP Unit 2025	Will Cosner	test@mail.mil	Uploaded

- **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: 9yrAKcgx-A

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

CIPP Plan Administrator Information: Cosner, William ▼

Community Leader Information: Cosner, Will ▲

First Name
Will

Last Name
Cosner

E-mail
test@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: Smith, James ▼

Unit/Organization Commander/Leader’s Information: Smith, Tom ▼

- **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

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Name ↑	E-mail ↕	Select
Survey Admin	surveyadmin@mail.mil	<input style="border: 1px solid #ccc;" type="button" value="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” 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: Smith, James ▼

Unit/Organization Commander/Leader's Information: Smith, Tom ▼

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