



Introduction

The Comprehensive Integrated Primary Prevention (CIPP) Plan System in the Defense Climate Portal (DCP) is where you register and upload your CIPP Plan.

This document should be used to make your CIPP Plan registration process easier and to identify information from your CIPP Plan needed to streamline working within the CIPP Plan System to register and upload a CIPP Plan.

The first steps you should take to prepare to register and upload your CIPP Plan are to take the CIPP training and to download the CIPP Plan template. Note that your Component may use a different template than the provided DoD template. Check with your leadership for the appropriate template. You do not need access to the Defense Climate Portal (DCP) to develop your CIPP Plan. You may require results from the most recent DEOCS administrations conducted by your community's units and organizations to develop your CIPP plan. If you do not have portal access and need to obtain copies of these DEOCS reports, contact the commanders/leaders or DEOCS survey administrators for the units and organizations in your community.

The DCP can be accessed here:

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

For more information on the Development of a Comprehensive Integrated Primary Prevention Plan:

https://jkodirect.jten.mil/Atlas2/page/coi/externalCourseAccess.jsf?v=1701705490078&course_prefix=PREV&course_number=-005

For a copy of the CIPP Plan Template:

https://www.prevention.mil/Portals/130/Documents/20231002_CIPP%20Extended%20Template.docx?ver=D1nRJ96ix-jxTMXg7K_uRw%3d%3d

Defense Climate Portal Account Creation

To upload a CIPP Plan, you will need to create a Defense Climate Portal (DCP) account.

Please follow the steps below to create an account.

- Step 1 – Go to the Self-Registration Page.
 - <https://www.drceirect.com/all/eca-security-ui/#!/deocs-register>
 - Please use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari. Internet Explorer is not a supported browser.
- Step 2 – Complete the Self-Registration Form.
 - Fill in the following information about yourself:
 - First name
 - Middle initial (optional)
 - Last name
 - Valid .mil, .gov, or Service academy .edu e-mail address
 - Phone number (optional)
 - Organization or Service component
 - Click the “Register” button.
 - If self-registration is successful, a green banner will appear at the top of your screen, and you will receive an e-mail with additional instructions. Receiving the e-mail can take over an hour. Continue to Step 3.
 - If self-registration is not successful, a red banner will appear at the top of your screen. If this occurs, contact the DCP help desk for assistance:
 - OPA_DCP@datarecognitioncorp.com
 - 1-833-867-5674
- Step 3 – Open the e-mail from “Department of Defense – OPA DCP” regarding your account creation.
 - Click on the link provided in the e-mail or copy it and paste into a web browser.
 - Create a new password.
 - Click the “Activate” button.
 - Click the “Agree” button. Your Defense Climate Portal account will now be ready for use.
 - Check your Spam or Junk folder if you do not receive an e-mail.

After you create your account, contact your Service-level Integrated Primary Prevention Workforce (IPPW) point of contact to assign you the “IPPW user privileges” so you can register and upload your CIPP Plans. If you are unsure who your Service-level IPPW contacts are, please contact the help desk at OPA_DCP@datarecognitioncorp.com or 1-833-867-5674.

Community Information

To register your CIPP Plan, you will need information about your community (i.e., installation, TYCOM, brigade, USMC Command, etc.), the majority of which will be in your CIPP Plan.

Community Leader Details

The community leader is the senior-most leader within the community addressed in the CIPP Plan and is the person responsible for signing and approving the CIPP Plan before it is uploaded to the system.

To reduce the amount of information you need to enter for your CIPP Plan registration, it is recommended you verify that the community leader has established a DCP account. If the community leader has an account, you can look them up in the CIPP Plan registration system to auto-populate their information in the registration. If the community leader does not have a DCP account, you will need to enter the following information manually:

- First name
- Last name
- E-mail address
- Phone number
- Service
- Rank or title (e.g., Dr., Ms., Miss, Mr., etc.) (optional)

The following details of your community are also required.

- Community name
 - The community's name should be drawn from official sources, descriptive, and informative to others who will work with your community in the future.
- Service
- Installation/Base/Ship/Location
 - Please note that in the CIPP Plan System you will have a drop-down list, including "Not applicable" to choose from.
 - This drop-down list allows for write-in responses should your community not fit into the provided list.

Community Priority Areas

To register your CIPP Plan, you will need information about the priority areas addressed in the CIPP Plan. Your CIPP Plan registration must identify at least one Prevention Domain/Outcome or Risk and Protective Factor from the list below. It is recommended that your CIPP Plan address two or more priority areas.

Prevention Domains/Outcomes

Child abuse	Readiness
Domestic abuse	Sexual assault
Retaliation	Sexual harassment
Suicide	Other harassment
Retention	

Risk and Protective Factors

Access to high-quality behavioral health and medical services	Prior traumas
Alcohol use	Problematic sexual behavior in children and youth
Child neglect	Racially harassing behaviors
Cohesion	Relationship
Collaboration	Safe storage of lethal means
Connectedness	Sexist behaviors
Engagement & commitment	Sexually harassing behaviors
Fairness	Social skills
Financial readiness	Stalking
Health equity	Stress
Inclusion	Substance use
Leadership support	Toxic leadership
Mental health	Transformational leadership
Morale	Violent crime
Norms	Work-life balance
Passive leadership	Workplace hostility

Units, Leaders, and DEOCS Information

DoDI 6400.11 requires IPPW to meet with the unit commanders and organization leaders in their community to review CCA results and collaborate on potential actions to improve or sustain their climate. You will need to enter the date those meetings took place or if these meeting will not take place, identify the reason why this review session was unable to occur. You will need to enter this information in your CIPP Plan registration. It is also recommended that you request copies of DEOCS reports or DEOCS registration ID numbers for their unit. While you will be able to access the DEOCS reports if you have an IPPW account in the DCP, getting copies of the DEOCS reports or DEOCS registration ID numbers from the unit commander or organization

leader will help confirm you have all the relevant DEOCS IDs ready for entry into the CIPP Plan System.

Unit and Organization Information

Because each community's units and civilian organizations must be accounted for in the CIPP Plan registration, this section may require the most time to complete. To reduce the amount of information you need to enter for your CIPP Plan registration, it is recommended that you verify that the unit commanders and organization leaders in your community have a DCP account. As previously described in the community leader section, you can auto-populate commander/organization leader information in the CIPP Plan registration system if the commander/organization leader has an account. For commander/organization leaders who do not have a DCP account, you will need to provide the following information:

Unit commander/Organization leader information

- First name
- Last name
- E-mail address
- Phone number
- Service
- Rank or appropriate title (e.g., Dr., Ms., Miss., Mr., etc.) (optional)

Unit/organization information

- Name/title
 - If possible, use the name/title listed on the unit's DEOCS.
- Installation/Base/Ship/Location
- Identification code (UIC/RUC/PAS/OPFAC)
- Service
- Type (Please refer to the "Unit Types" section of the CIPP Plan FAQs)¹ (optional)
- DEOCS ID(s) (optional)

CIPP Plan Review

- Date of CIPP review with commander/leader
- Reason if not conducted:
 - Commander/leader was deployed.
 - Commander/leader engaged in hostile duty.
 - Commander/leader did not respond.
 - Other

¹ The CIPP Plan FAQs will be found on the <https://www.prevention.mil/> website under the Climate Portal tab in the CIPP Plan System Resource Center.

Preparing for the CIPP Plan Upload

You will need to upload the CIPP Plan as one consolidated .pdf file. It is recommended you test whether you have the ability to save files in .pdf format and combine .pdf files if your CIPP Plan is comprised of multiple documents.

Contacting the Defense Climate Portal Help Desk

For technical assistance regarding the CIPP Plan System, reach the help desk at:

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

For questions about CIPP Plan content, its purpose, or if you have other inquiries, read more at: <https://www.prevention.mil/Resources/Tools/>