



Introduction

The Comprehensive Integrated Primary Prevention (CIPP) Plan System in the Office of People Analytics Defense Climate Portal (OPA 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 Joint Knowledge Online [CIPP training](#) and to download the CIPP Plan template. Note that your Service 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 DCP to develop your CIPP Plan, however, 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 OPA DCP 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 so that the results may be transferred to you directly, or that you may be proxied onto a survey registration.¹

The OPA DCP can be accessed here:

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

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, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Comprehensive-Integrated-Primary-Prevention-Plan-System-Resource-Center/> and review the resources under the "CIPP Plan Templates and Examples" tab.

¹ For more information on adding proxies to DEOCS or DOCP registrations, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/#permissions> and click on the "OPA Defense Climate Portal User Roles and Management" document.

OPA Defense Climate Portal Account Creation

To upload a CIPP Plan, you will need to create an OPA DCP account.

Please follow the steps below to create an account.

- Step 1 – Go to the Self-Registration Page.
 - <https://www.drcedirect.com/all/eca-security-ui/#!/deocs-register>
 - For best results, use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari.
- 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 OPA DCP 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 review the final page of the CIPP Plan System FAQs located here:

<https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Comprehensive-Integrated-Primary-Prevention-Plan-System-Resource-Center/#faqs>

Community Information

To register your CIPP Plan, you will need information about your community (i.e., installation, TYCOM, brigade, USMC Command, vessel, 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 CIPP Plan 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 an OPA 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 an OPA 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 "Does not apply" 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
Domestic abuse
Retaliation
Suicide
Retention

Readiness
Sexual assault
Sexual harassment
Other harassment

Risk and Protective Factors

Access to high-quality behavioral health and medical services
Alcohol use
Child neglect
Cohesion
Collaboration
Connectedness
Engagement & commitment
Fairness
Financial readiness
Health
Leadership support
Mental health
Morale
Norms
Passive leadership
Prior traumas

Problematic sexual behavior in children and youth
Racially harassing behaviors
Relationship
Safe storage of lethal means
Sexist behaviors
Sexually harassing behaviors
Social skills
Stalking
Stress
Substance use
Toxic leadership
Transformational leadership
Violent crime
Work-life balance
Workplace hostility

Units, Leaders, and DEOCS Information

DoDI 6400.11 requires IPPW personnel to meet with the unit commanders and organization leaders in their community to review command climate assessment (CCA) results and collaborate on potential actions to improve or sustain their climate. During CIPP Plan registration, you will need to enter the date those meetings took place. If these meetings will not or did not take place, identify the reason why this review session was unable to occur. It is also recommended that you request copies of DEOCS reports or DEOCS registration ID numbers for their unit/organization. While you will be able to access the DEOCS reports if you have IPPW user access in the OPA DCP, getting copies of the DEOCS reports or DEOCS registration ID numbers from the commander or leader will help confirm you have all the relevant DEOCS IDs ready for entry into the CIPP Plan System.

Unit and Organization Information

To assist with adding unit/organization information to the CIPP Plan registration, a community roster has been developed where community unit/organization information can be added and maintained to expedite CIPP Plan registration. Instead of adding unit/organization information to the CIPP Plan registration one-by-one, the community roster can contain multiple units/organizations and can be uploaded to the system to add the different units/organizations to the registration in one step.

The community roster can be accessed in two ways. If you have already registered a CIPP Plan, you can navigate to the previous CIPP Plan registration for your community, and under the “Community Unit/Org Info” section, you can click “Export” to download an Excel file that includes the unit/organization information that was entered for the CIPP Plan registration. Once that file is downloaded, it can be edited as needed and then imported into the most current CIPP Plan registration. As edits are being made to the community roster information, the column headers in row one of your roster should be formatted and ordered exactly as they were when you first accessed the Excel file. To access a blank community roster template, navigate to

<https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Comprehensive-Integrated-Primary-Prevention-Plan-System-Resource-Center/#plantemplates> and click on the document title “CIPP Plan Community Roster Template.”

Because each community’s units/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 commanders/leaders in your community have an OPA DCP account.

As previously described in the community leader section, you can auto-populate commander/leader information in the CIPP Plan registration system if the commander/leader has an account. For commanders/leaders who do not have an OPA 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)² (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

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.

² To view 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 click on the document titled "CIPP Plan System: Frequently Asked Questions."

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 under the Comprehensive Integrated Primary Prevention Plan Templates and Examples found under the “CIPP Plan Templates and Examples” tab here:

<https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Comprehensive-Integrated-Primary-Prevention-Plan-System-Resource-Center/>