



## Introduction

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

This document should be used to simplify your CIPP Plan registration process 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 Department of War (DoW) template. Check with your leadership for the appropriate template in case of Service-specific requirements. 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.<sup>1</sup>

The OPA DCP can be accessed here:

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

To access JKO training on the development of a CIPP Plan:

[https://jkodirect.jten.mil/Atlas2/page/coi/externalCourseAccess.jsf?v=1701705490078&course\\_prefix=PREV&course\\_number=-005](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/#plantemplates> and review the resources under the "CIPP Plan Templates and Examples" tab.

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<sup>1</sup> 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 Command Climate Portal User Roles and Management" document.

## OPA Defense Command 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.drceirect.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](mailto:OPA_DCP@datarecognitioncorp.com)
    - 1-833-867-5674
- Step 3 – Open the e-mail from “Department of War – 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, you may want to contact your Service-level Integrated Primary Prevention Workforce (IPPW) point of contact to assign you “IPPW user privileges” in the OPA DCP. You do not need IPPW user access to register your CIPP Plan. This higher level of access grants you the permission to view all DEOCS administrations for your Service. 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 community details are also collected in registration.

- Integrated Primary Prevention Workforce (IPPW) lead First name, Last name, E-mail address, Phone number, Service, and Rank or title (optional)
- 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.
- Component type
- Service branch (if applicable)
- Population (if applicable)
- 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  
Readiness  
Retaliation  
Retention

Sexual assault  
Sexual harassment  
Suicide  
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 command 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 Units/Orgs to Excel Spreadsheet” 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.”

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**

- Unit/Organization title
  - If possible, use the name/title listed on the unit's DEOCS.
- Installation/Base/Ship/Location
- Identification code (UIC/RUC/PAS/OPFAC)
- Component type
- Service branch (if applicable)
- Population (if applicable)
- Type (Please refer to the "Unit Types" section of the CIPP Plan FAQs)<sup>2</sup> (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 your ability to save files in PDF format and combine PDF files if your CIPP Plan is comprised of multiple documents.

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<sup>2</sup> 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 Command Climate Portal Help Desk

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

- [OPA\\_DCP@datarecognitioncorp.com](mailto: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/#plantemplates>