



## Introduction

The Comprehensive Integrated Primary Prevention (CIPP) Plan System in the Defense Climate Portal (DCP) is where CIPP Plans are registered and uploaded for a community. Initial CIPP Plans are due January 31<sup>st</sup> annually<sup>1</sup> and updated plans are due July 31<sup>st</sup> annually. This document contains step-by-step instructions for registering and uploading an initial CIPP Plan to the CIPP Plan System. This document does not provide information on what you should include in your CIPP Plan. For any questions regarding the content of the CIPP Plan or overall CIPP process, please visit <https://www.prevention.mil/Resources/Tools/>.

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<sup>1</sup> Initial CIPP Plan uploads for 2024 were delayed to 03/31/2024 per an exception to policy memorandum 09/29/2023 by Acting Under Secretary of Defense for Personnel & Readiness Ashish Vazirani.

## Accessing the Defense Climate Portal

Get started by navigating to <https://www.drceirect.com/all/eca-portal-v2-ui/#/login/deocs> and logging into the DCP with the credentials you used when registering your DCP account. If you have not created a Defense Climate Portal (DCP) account please go to the DCP account self-registration page (<https://www.drceirect.com/all/eca-security-ui/#/deocs-register>) to create your account. You must have an active DCP account **and** have been assigned Integrated Primary Prevention Workforce (IPPW) user privileges by your Service-level IPPW to successfully register and upload your CIPP Plan(s). If you are unsure who your Service-level IPPW contacts are, please see the CIPP Plan System Frequently Asked Questions (FAQ) document.<sup>2</sup>

**Sign In**

Username \*

Password \*

Show Text

Sign in

Forgot your password?

**Welcome to the OPA Defense Climate Portal**

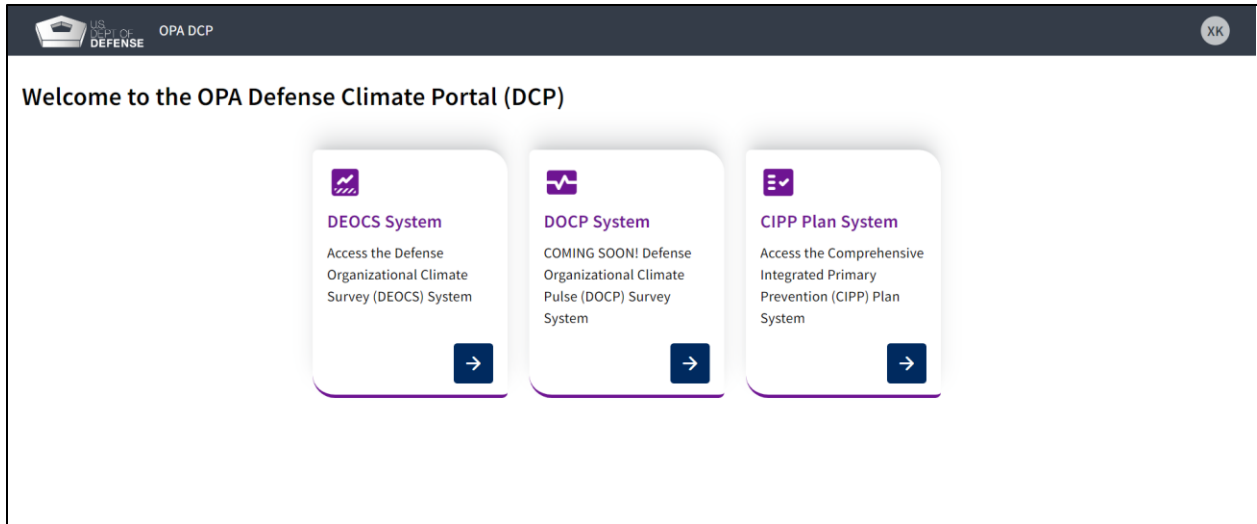
Please reach out to the OPA Defense Climate help desk for more information (OPA\_DCP@datarecognitioncorp.com or 1-833-867-5674).

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.

## Accessing the CIPP Plan System

Once logged in, users will see the following screen to access the OPA DCP that includes access to the CIPP Plan System, the Defense Organizational Climate Survey (DEOCS) System, and the Defense Organizational Climate Pulse (DOCP) System.

<sup>2</sup> Navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Comprehensive-Integrated-Primary-Prevention-Plan-System-Resource-Center/> and under the Frequently Asked Questions tab, click on the document titled “CIPP Plan System: Frequently Asked Questions.”



Click on the CIPP Plan System tile to continue to the CIPP Welcome Page. If you have a DCP account but cannot access the CIPP Plan System, contact your Service-level IPPW to request IPPW user privileges.

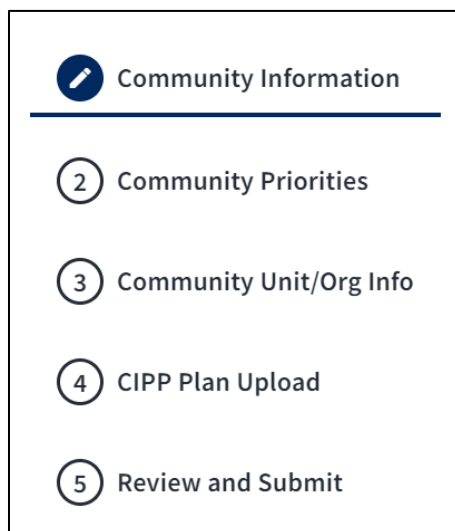
Users will arrive at the following screen after logging in. The screen consists of two tabs across the top of the screen and three buttons on the left sidebar. The “Welcome” tab describes how to navigate the CIPP Plan System and the “Help” tab provides an overview of the resources helpful to a user, links to helpful documents (CIPP Plan System Frequently Asked Questions, CIPP Plan System Pre-Registration Guidance, Registering an Updated CIPP Plan, My Communities and CIPP Plans), and contact information for DCP customer support.



The three buttons on the left sidebar are: “My Communities & CIPP Plans,” “Create Initial CIPP Plan,” and “Create Updated CIPP Plan.” Clicking the “My Communities & CIPP Plans” button provides access to the user’s existing CIPP Plans, including plans that have been submitted and plans that are still in development. Clicking the “Create Initial CIPP Plan” button will create a new initial CIPP Plan for a community. Clicking the “Create Updated CIPP Plan” button allows the user to access a submitted initial CIPP plan as the foundation for the updated CIPP Plan. Additional information on these steps can be found in the documents here: <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Comprehensive-Integrated-Primary-Prevention-Plan-System-Resource-Center/#topMenu>.

## Registering an Initial CIPP Plan

Click “Create Initial CIPP Plan” to begin the initial CIPP Plan registration. The initial CIPP Plan registration process consists of five steps which are captured in the image below.



The steps are: (1) Community Information, (2) Community Priorities, (3) Community Unit/Organization Information, (4) CIPP Plan Upload, and (5) Review and Submit.

A green “check” will appear next to the step once complete; an in-process step will appear as a blue pencil; and an incomplete step will remain white. As you progress, incomplete steps will appear in red (see step 5 below).

## Step 1 – Provide Community Information

The Community Information step consists of providing information on the community leader and the community. The information entered should match the information in the CIPP Plan you are working to upload.

- **Enter Community Leader Details**

**Community Leader Details**

Community Leader E-mail: \*

✕
Q

Entering the Community Leader's e-mail will prepopulate the appropriate fields.

First Name	Last Name	E-mail
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Phone Number	Service	Rank/Title
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text" value="v"/>	<input style="width: 95%; height: 20px;" type="text" value="v"/>

- The Community Leader Details consist of First Name, Last Name, Service, Rank, E-mail, and Phone Number.
- Enter the community leader's e-mail address into the search field. If the e-mail address is in the DCP database, the system will auto-populate First Name, Last Name, and E-mail fields.

If the community leader's e-mail is not in the database, please enter the required information manually to add the community leader to the DCP database. Once added, this information will be available to you and others in the future.

- ✓ If the e-mail address is found but populates incorrect information, correct the information manually and it will be updated in the DCP database.

Once the First Name, Last Name, and E-mail fields are populated, manually enter the remaining fields: Service, Rank (optional) and Phone Number.

- **Enter the Community Details**

### Community Details

<p><b>Community Name *</b></p> <p>Please provide the Community Name in the CIPP Plan.</p> <input style="width: 100%; height: 20px;" type="text"/>	<p><b>Service *</b></p> <p>Please provide the Service under which this community falls.</p> <div style="border: 1px solid black; padding: 2px; display: flex; align-items: center;"> <span>Select</span> <span style="margin-left: 5px;">▼</span> </div>	<p><b>Installation/Base/Ship/Location *</b></p> <p>Please select the best fit for this community from the drop-down. If your installation, base, ship, or location is <b>not</b> listed, manually add it by typing the full, official name directly into the field available or select "Does not apply" if applicable.</p> <input style="width: 100%; height: 20px;" type="text"/>
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When not deployed, are all units/organizations in this CIPP community co-located at the Installation/Base/Ship/Location identified above?

Yes  
 No

- The Community Details consist of Community Name, Service, and Installation/Base/Ship/Location. The information you enter should match the information in the CIPP Plan.
- The Community Name is a descriptive and informative way to identify the community to others who will work with your community in the future.
- The Service refers to that which the community is assigned.
- The Installation/Base/Ship/Location can be selected from the searchable dropdown menu.
  - Please choose "Other" and provide an appropriate entry if a corresponding description does not exist.
- The last item in Community Details asks whether the unit/organizations in the community are geographically co-located when not deployed.

## Step 2 – Enter Community Priorities

The second step consists of choosing priority areas that the initial CIPP Plan addresses. Please mark *all* priority areas that are addressed in your CIPP Plan to ensure *all* domains and outcomes<sup>3</sup>, and risk and protective factors on your CIPP Plan are reflected accurately. At least one item must be selected to complete this step.

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<sup>3</sup> If the CIPP Plan addresses other forms of harassment, select "Other Harassment." Use the free-text field to identify what kind of harassment the CIPP Plan addresses.

- Select the preventative domains and outcomes and the risk and protective factors that are covered in this CIPP Plan.
- The preventative domains/outcomes and factors can be found in Appendix B of the CIPP Plan guide.
- At least one preventative domain/outcome or risk/protective factor must be selected.
- The item(s) selected here should mirror the item(s) covered in the uploaded version of the CIPP Plan.

**Preventative Domains and 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 equity
- Inclusion
- 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

### Step 3 – Document Community Unit/Organization Information

The third step consists of providing information on the individual units/organizations included in the community and reflected in the CIPP Plan. Clicking the button “Add Unit/Organization to CIPP Community” above the table will open a pop-up where you can add units/organizations in the community to the CIPP Plan registration. The table will populate as units/organizations are added to the registration. The table provides a brief description of each unit/organization and allows you to edit or remove units/organizations with the clickable icons. Click the pencil icon to edit the information for the unit in the corresponding row. Click the trashcan icon to delete the unit/organization in the corresponding row.

Each CIPP Plan will cover a CIPP community. Every unit/organization that is in the CIPP community must be added to this registration. All units/organizations will be summarized in the table below once they are added.

**Instructions for adding a unit/organization to this CIPP Community**

- To add a Commander or Leader and their Unit/Organization to this CIPP Plan, click the “Add Unit/Organization to CIPP Community” button below.
- After an entry is complete, the entry will populate the summary table below.
- To edit an existing entry, click the “pencil” icon. Additionally, this function can be used to view the entirety of an existing entry.
- To delete an existing entry, click the “trashcan” icon.
- The items entered for each Commander/Leader and their Unit/Organization should match the information provided in this CIPP Plan version.
- For additional information, see Appendix A of the CIPP Plan Guide.

[Add Unit/Organization to CIPP Community](#)

Unit/Organization Title ↕	Action	Commander/Leader Name ↕	Commander/Leader E-mail ↕	CIPP Plan Review Date ↕	Status ↕
<div style="border: 1px solid #ccc; height: 15px; width: 100%;"></div>					

To add a unit/organization, you will provide Commander/Leader Information, Unit/Organization Information, and information on when you completed the CIPP Plan review with the commander/leader. To reduce the amount of information you need to enter in the registration system, it is recommended that you verify that the community leader has established a DCP account.<sup>4</sup> The unit/organization information you enter should match the information in the CIPP Plan.

<sup>4</sup> Note, commanders/leaders need a DCP account to access the DEOCS System, where they approve a DEOCS for fielding and view the DEOCS results for their unit/organization.



- Enter Commander/Leader Information

Initial Community Unit/Organization Information ×

**Commander/Leader Information** \* = required fields

Commander/Leader E-mail: \*

Entering the Commander/Leader's e-mail will prepopulate the appropriate fields.

First Name

Last Name

E-mail

Phone Number

Service

Rank/Title

- The commander/leader information consists of First Name, Last Name, Service, Rank (optional), E-mail, and Phone Number.
- Enter the commander's/leader's e-mail address into the search field.
- If their e-mail exists in the database, then their information will automatically populate. If the e-mail is not in the database, you will have to manually input the commander's/leader's First Name, Last Name, Service, Rank (optional), E-mail, and Phone Number.

- Enter Unit/Organization Information.

Initial Community Unit/Organization Information
✕

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Unit/Organization Information
\* = required fields ▲

**Name/Title \***

**Installation/Base/Ship/Location \***

Please select the best fit for this community from the drop-down. If your installation, base, ship, or location is **not** listed, manually add it by typing the full, official name directly into the field available or select "Does not apply" if applicable.

**Identification Code (UIC/RUC/PAS/OPFAC) \***

**Service \***

**Type**

DEOCS ID(s) associated with the Unit/Organization

Add DEOCS ID(s)

- Use the official name of the unit/organization. The information you enter should match the information in the CIPP Plan.
- See Appendix A of the CIPP Plan template for guidelines for Identification Code.
- See the CIPP Plan System FAQs for a full list of unit types.<sup>5</sup>
  - These are descriptors that may describe the unit's mission.
- Enter all applicable DEOCS IDs for the unit.
  - If you need to find DEOCS IDs, please contact your Service-level IPPW and/or the unit's survey administrator.

<sup>5</sup> Navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Comprehensive-Integrated-Primary-Prevention-Plan-System-Resource-Center/> and under the Frequently Asked Questions tab, click on the document titled "CIPP Plan System: Frequently Asked Questions."

- **CIPP Plan Review**

**CIPP Plan Review** \* = required fields

Please select "I did not conduct a CIPP Plan review" if a review hasn't occurred then choose a reason.

Date \*

I did not conduct a CIPP Plan review

Reason for no CIPP Plan review

Other Reason

Cancel Add

- IPPW personnel are required to carry out a CIPP Plan review with the unit/organization leaders for the initial CIPP Plan
- If a review was not completed, select "I did not conduct a CIPP Plan review" and provide a reason from the dropdown menu.
- Click "Add" to close the popup and return to the Community Unit/Org Info step.
- Check that the information you just entered is reflected on the table.

Repeat these steps for each unit/organization within the community, ensuring that all units/organizations appear in the table before continuing to Step 4. If your community contains a large number of units/organizations, or if you have information for only a portion of the community's units and organizations, clicking "Save" on the Step 3 page will save your progress. Doing so means you can come back to this step later to complete the documentation of all of the community's units when ready.

## Step 4 – Upload the Initial CIPP Plan

The fourth step is uploading the CIPP Plan file itself. The upload step consists of a file upload field and a table. Please note that you must submit the file in the subsequent step *after* uploading for the CIPP Plan to be considered “final.”

- Upload the CIPP Plan that you have completed.
- The CIPP Plan should correspond with the entry items of this CIPP Plan registration.
- Uploading additional CIPP Plans will replace the previous CIPP Plan version.
- To complete this January Annual Upload, you must proceed to the next screen to review the registration and click “submit.”
- The CIPP Plan must be a PDF and signed by the Community Leader.

Initial CIPP Plan File Upload \*

or drag and drop

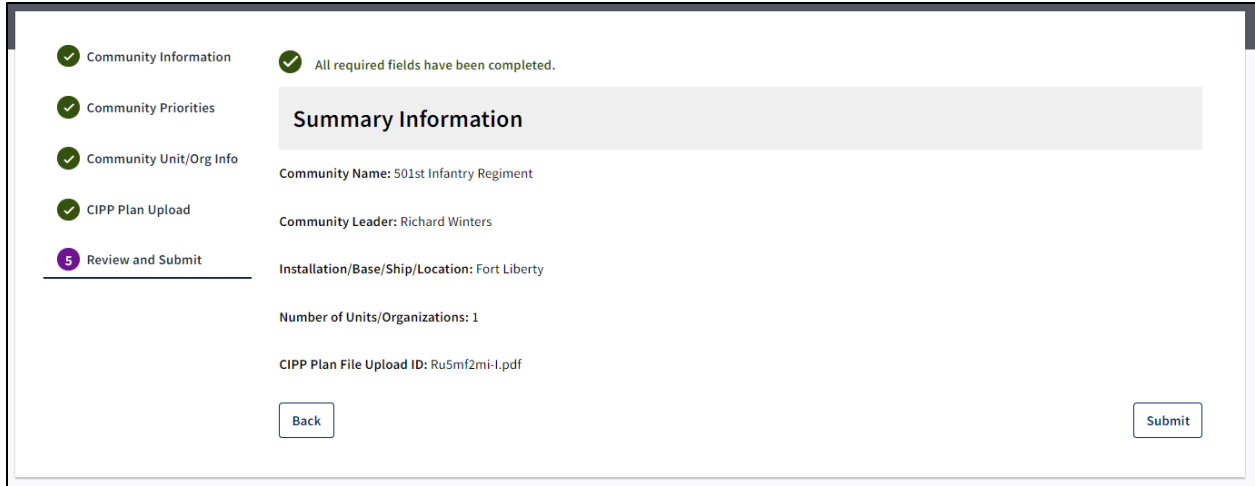
Files supported: [.pdf]

The file select field has two options for uploading a CIPP Plan. You can either drag and drop the file into the field directly from a file folder or click “Browse” to open a new window to navigate your local files. The initial CIPP Plan must be a single .pdf file.

The table below the file select field provides a description of the file *currently* uploaded to the CIPP Plan registration. The table also allows the user to download or delete the file. Please note, the CIPP Plan System only maintains the most recently uploaded version of the initial CIPP Plan. This means that any new uploads will overwrite the previous file.

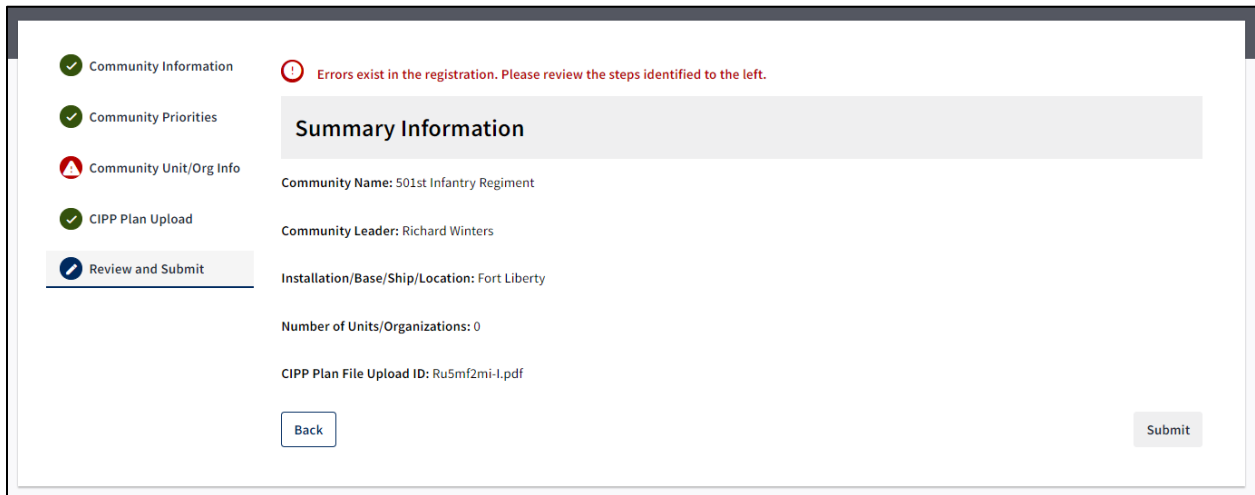
## Step 5 – Review and Submit

The final step is reviewing and submitting the CIPP Plan registration. This step allows the user to verify that they have provided all the necessary information. If you upload your CIPP Plan but do not review and submit, the plan will *not be final in the DCP*, and your initial CIPP Plan submission will not be considered “complete”.



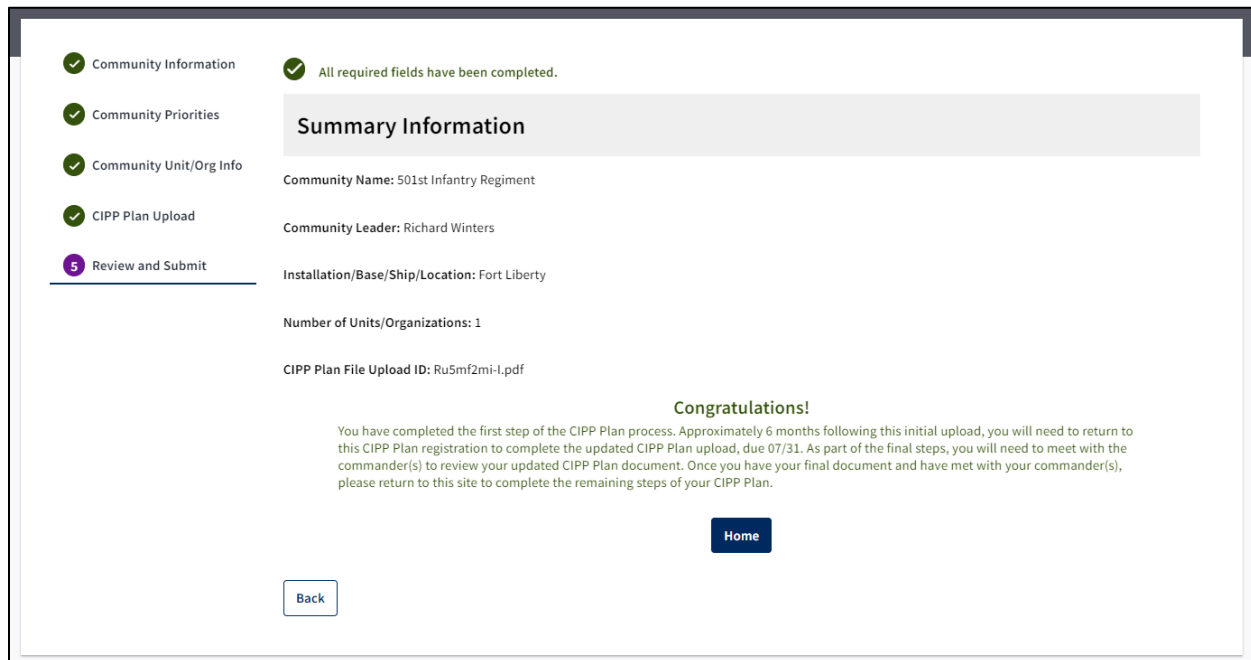
The above image is an example of a successfully completed initial CIPP Plan registration. The CIPP Plan System provides the message above the table in green that reads, “All required fields have been completed.” You can then click “Submit” to complete the initial CIPP Plan registration. Note, you should not submit your initial CIPP Plan until you have reviewed the CIPP Plan registration information and verified you have uploaded the correct file. Once an initial CIPP Plan is successfully submitted, you cannot edit the registration information, nor can the initial CIPP Plan be replaced or reuploaded.

If you did not complete all the necessary steps, you will see a red exclamation icon next to the step with incomplete information or errors. An example of this can be seen in the following image:



The system provides the message, “Errors exists in the registration. Please review the steps identified to the left.” A “red exclamation” icon will highlight the steps that contain unfinished fields.

After you complete each step successfully, you will arrive at the following congratulatory message:



This message indicates successful completion of the initial CIPP Plan registration and that the CIPP Plan was successfully uploaded. The community leader, unit commanders and organization leaders, and the and the owner of the community's registration in the DCP will receive a system-generated e-mail notifying them of the completion.

## Contacting the Help Desk

For technical assistance regarding the CIPP Plan registration process reach the help desk at:

- [OPA\\_DCP@datarecognitioncorp.com](mailto: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](mailto:DODHRA.OPA-CCA-SUPPORT@mail.mil)