



Introduction

The Comprehensive Integrated Primary Prevention (CIPP) Plan System in the Office of People Analytics Defense Command Climate Portal (OPA DCP) is where CIPP Plans are registered and uploaded for a community. Annual CIPP Plans are due May 31st as of 2026. This document contains step-by-step instructions for registering and uploading an annual 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 review the resources under the “Comprehensive Integrated Primary Prevention Plan Templates and Example” section here: <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Comprehensive-Integrated-Primary-Prevention-Plan-System-Resource-Center/#plantemplates>.

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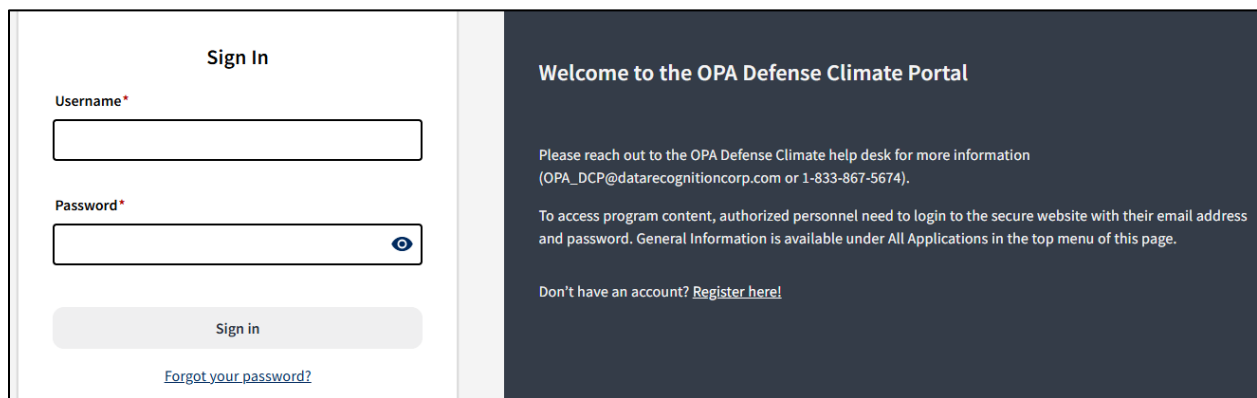
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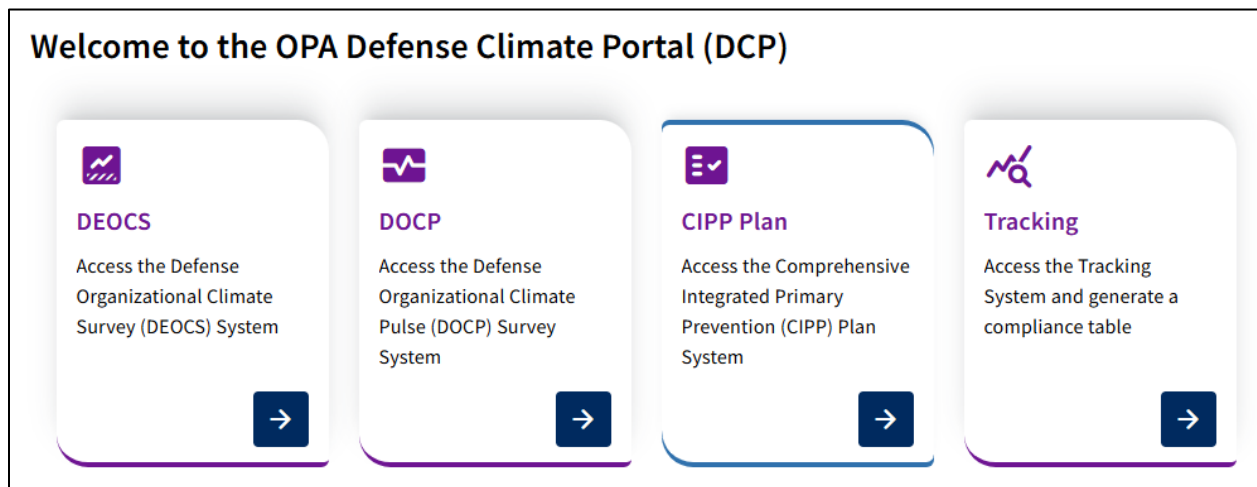
Accessing the OPA Defense Command Climate Portal

Get started by navigating to <https://www.drceirect.com/all/eca-portal-v2-ui/#/login/deocs> and logging into the OPA DCP with the credentials you used when registering for your DCP account. If you have not created an account, go to the OPA DCP account self-registration page (<https://www.drceirect.com/all/eca-security-ui/#/deocs-register>) to create your account. You must have an active OPA DCP account to successfully register and upload your CIPP Plan(s).



Accessing the CIPP Plan System

Once logged into the OPA DCP, users will see the following screen that includes access to the CIPP Plan System, the Defense Organizational Climate Survey (DEOCS) System, the Defense Organizational Climate Pulse (DOCP) System, and the Tracking System. Click on the CIPP Plan System tile to continue to the CIPP Welcome Page.



Users will arrive at the following screen after navigating to the CIPP Plan System. The screen consists of two tabs across the top and three buttons on the left sidebar. The “CIPP Plan Home” 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 Annual CIPP Plan, My Communities and CIPP Plans), and contact information for DCP customer support.

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."**

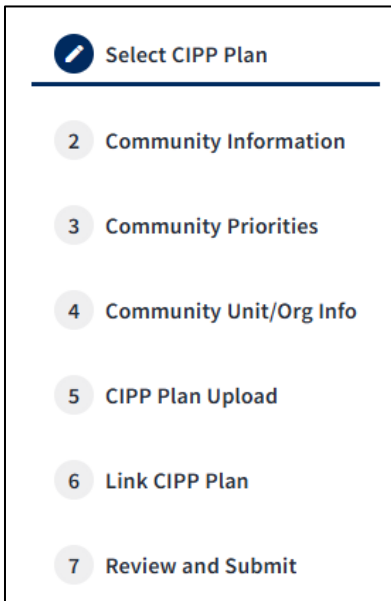
After the annual plan is uploaded and put into action, you will evaluate progress and assess the efficacy of the plan. You have the option to update your CIPP plan registration **one time** before the next required annual CIPP Plan upload. Reasons for updating the CIPP plan may include needing to edit information in the registration steps or to upload a revised CIPP Plan. The optional updated CIPP Plan could also be used as an opportunity to revise the community's approach to any factors that remain problematic, to emphasize what approaches have worked particularly well, or to remove areas of concern that are no longer present. **If you would like to reflect on progress or amend information in a previously uploaded CIPP Plan rather than create a new CIPP Plan registration, click "Create Updated CIPP Plan."**

The three buttons on the left sidebar are: “Create Annual CIPP Plan,” “Create Updated CIPP Plan,” and “My Communities & CIPP Plans.” 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 Annual CIPP Plan” button will create a new annual CIPP Plan for a community. Clicking the “Create Updated CIPP Plan” button allows the user to access a submitted annual CIPP Plan as the foundation for the updated CIPP Plan. Additional information on steps to register an updated CIPP Plan can be found in the documents here:

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

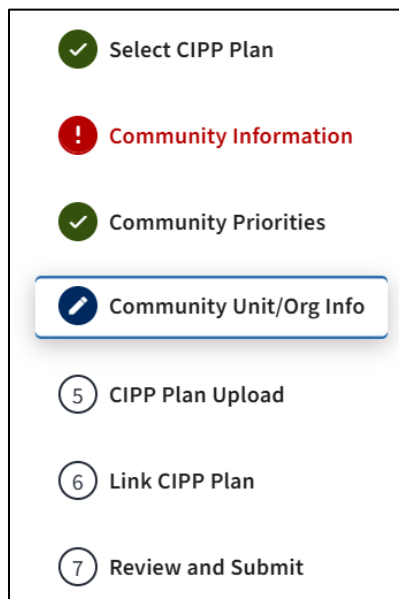
Registering an Annual CIPP Plan

Click “Create Annual CIPP Plan” to begin the annual CIPP Plan registration. The annual CIPP Plan registration process consists of seven steps which are captured in the image below.



The steps are: (1) Select CIPP Plan, (2) Community Information, (3) Community Priorities, (4) Community Unit/Organization Information, (5) CIPP Plan Upload, (6) Link CIPP Plan, and (7) 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.



Step 1 – Select a Previous CIPP Plan Registration

If you have access to previous CIPP Plan registrations, you can select one to pre-populate some of the information for this annual CIPP Plan registration. This is an optional step. If you do not want to use a previous CIPP Plan or if you do not have access to any previous CIPP Plans, you can select “No” and continue to the next section of the registration.

- **Select a Previous CIPP Plan ID**

Select CIPP Plan (Optional)

You can pre-populate information for your CIPP Plan registration from a previous CIPP Plan registration associated with your user account by selecting 'Yes.' Select 'No' if you want to complete your registration without pre-populating any registration fields. If you do not have access to the previous CIPP Plan registration for your community, please select 'No.' Pre-populating is optional.

Do you want to use a previous CIPP Plan to pre-populate information for this annual CIPP Plan? *

Responses to items with an asterisk are required.

Yes
 No

CIPP Plan ID ↕	Version ↕	Community Name ↕	Community Leader ↕	Community Leader E-mail ↕	Status ↕
RHczmLHq-A	Annual 2026	DCP Command	Alyssa McHoes	alyssa.n.mchoes.ctr@mail.mil	Uploaded
pNaZu4Wq-A	Annual 2026	OPA DCP Unit	Alyssa McHoes	alyssa.n.mchoes.ctr@mail.mil	Uploaded

Step 2 – 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**

- The Community Leader Details consist of First Name, Last Name, Service, Rank/Title, 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 OPA DCP database, the system will auto-populate First Name, Last Name, and E-mail fields.

- Provide the information gathered in the CIPP Plan that describes the community covered by this CIPP Plan.
- The information here should match the information in the CIPP Plan.
- Items with an asterisk are required.

Community Leader Details

Community Leader E-mail: *

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

First Name*	Last Name*	E-mail*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number*	Service*	Rank/Title
<input type="text"/>	<input type="text"/>	<input type="text"/>

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 OPA 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/Title (optional) and Phone Number.

- **Enter Integrated Primary Prevention Workforce (IPPW) Lead Information**

- The IPPW Lead Information consists of First Name, Last Name, Service, Rank/Title, E-mail, and Phone Number.
- Enter the IPPW Lead's e-mail address into the search field. If the e-mail address is in the OPA DCP database, the system will auto-populate First Name, Last Name, and E-mail fields.
- If the community does not have an IPPW lead, click the box next to "This community does not have an IPPW lead assigned" and you do not need to fill in this information.

Integrated Primary Prevention Workforce (IPPW) Lead Information

The community's IPPW lead is the top IPPW personnel responsible for the community's prevention efforts, as defined in [DoDI 6400.11](#). [↗](#)

- If this community does not have an IPPW lead assigned, check the box below. No additional information is needed.
- If this community does have an IPPW lead or if you are the IPPW lead, fill out the requisite information below.

This community *does not* have an IPPW lead assigned.

IPPW E-mail:

Q

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

First Name*	Last Name*	E-mail*	Phone Number*

Service*	Rank/Title
▼	▼

- **Enter the Community Details**

- The Community Details consist of Community Name, component type, Service branch, population and Installation/Base/Ship/Location. The information you enter should match the information in the CIPP Plan.
- Community Name is a descriptive and informative way to identify the community to others who will work with your community in the future.
- The component type, Service branch, and population refer to the Service component for which the community is assigned.
- The Installation/Base/Ship/Location can be selected from the searchable dropdown menu.
 - If your Installation/Base/Ship/Location is not listed, manually type it into the field or search and select "Does not apply" if applicable.
- The last item in Community Details asks whether the units/organizations in the community are geographically co-located when not deployed.

Community Details

Community Name *

Please provide the Community Name in the CIPP Plan.

Component Type * **Service Branch** **Population**

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.

When not deployed, are all units/organizations in this CIPP community co-located at the Installation/Base/Ship/Location identified above?

Yes

No

Step 3 – Enter Community Priorities

The second step consists of choosing priority areas that the annual CIPP Plan addresses. Please mark *all* priority areas that are addressed in your CIPP Plan to ensure *all* domains and outcomes¹, and risk and protective factors on your CIPP Plan are reflected accurately. At least one item must be selected to complete this step.

¹ 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 Template.
- 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
- 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 4 – 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.

There are two options to add units/organizations to the CIPP Plan registration. Clicking the button “Manually Add Unit/Orgs to Community” above the table will open a pop-up where you can manually add units/organizations in the community to the registration.

The second option is to fill out and import the community unit/organization roster Excel file. The community roster can be exported from the current CIPP Plan registration or previous CIPP Plan registration. A blank template of the community roster can also be accessed on the CIPP Plan System Resource Center.² The community roster is especially helpful if you are adding multiple units/organizations.

The table will populate as units/organizations are added to the registration manually or via community roster import. 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.

² To access the community unit/organization 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 “CIPP Plan Community Roster” document.

Instructions for Adding a Unit/Organization to this Community

Manual Entry

- To manually add a single unit/organization and associated commander/leader information to this CIPP Plan, click the “Manually Add Units/Orgs to Community” button below. After a unit/organization entry is complete, it will populate in the summary table below.
- To edit a single existing entry, click the “pencil” icon. Additionally, this function can be used to view the entirety of a single entry.
- To delete an existing entry, click the “trashcan” icon.

Bulk Entry

- To add all units/organizations and associated commander/leader information to this CIPP Plan at once, fill out the [CIPP Plan Community Roster](#). Once completed, click the “Import Units/Orgs from Excel Spreadsheet” button below. The units/organizations will populate in the summary table below.
- To edit all the community's units/organizations in an Excel format, you can use the import and export buttons. These allow you to download the currently existing unit/organization information in the table below as an .xlsx file, allowing for additional bulk-edit functionality (e.g., find-and-replace), and subsequently import this edited file. Please click either the “Import Units/Orgs from Excel Spreadsheet” or “Export Units/Orgs to Excel Spreadsheet” buttons to do so.

- The items entered for each unit/organization and associated commander/leader should match the information provided in this CIPP Plan.
- For additional information, see Appendix A of the [CIPP Plan Template](#).

Manually Add Units/Orgs to Community

Import Units/Orgs from Excel Spreadsheet

Export Units/Orgs to Excel Spreadsheet

Unit/Organization Title	Action	Commander/Leader Name	Commander/Leader E-mail	CIPP Plan Review Date	Status
OPA DCP Command		Jen Smith	jsmith@mail.mil	04/29/2026	
DCP Unit		Tom Smith	tsmith@mail.mil	05/01/2026	

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.

If entering units/organizations in the Community Unit/Organization Information window manually, to reduce the amount of information you need to enter in the registration system, it is recommended that you verify that the unit/organization commanders/leaders have established an OPA DCP account.³ The unit/organization information you enter should match the information in the CIPP Plan.

Steps 4.1A through 4.3A below outline how to enter unit/organization information into the Community Unit/Organization Information window while Steps 4.1B through 4.4B provide information on how to enter unit/organization information into the community roster. Follow process “A” for a description of the manual, in-browser entry of units/orgs, or follow process “B” for how to use the roster import function.

- Step 4.1A – Enter Commander/Leader Information**

- The commander/leader information consists of First Name, Last Name, Service, Rank/Title (optional), E-mail, and Phone Number.
- Enter the commander’s/leader’s e-mail address into the search field.

³ Note, commanders/leaders need an OPA DCP account to access the DEOCS System, where they approve a DEOCS for fielding and view the DEOCS results for their unit/organization.

- 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/Title (optional), E-mail, and Phone Number.

Annual 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.

<p>First Name*</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>Last Name*</p> <input style="width: 95%; height: 25px;" type="text"/>
<p>E-mail*</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>Phone Number*</p> <input style="width: 95%; height: 25px;" type="text"/>
<p>Service*</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>Rank/Title</p> <input style="width: 95%; height: 25px;" type="text"/>

- **Step 4.2A – Enter Unit/Organization Information.**

- 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.⁴
- See the CIPP Plan System FAQs for a full list of unit types.⁵
 - These are descriptors that may describe the unit's mission.
- Enter all applicable DEOCS IDs for the unit/organization.

⁴ To view Appendix A 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 click on the “CIPP Plan Extended Template” or “CIPP Plan Abbreviated Template” document.

⁵ 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.”

- If you need to find DEOCS IDs, please contact your Service-level IPPW and/or the unit's/organization's survey administrator.

Unit/Organization Information * = required fields

Unit/Organization 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) *

Component Type *

Service Branch

Population

Type

DEOCS ID(s) associated with the Unit/Organization

- **Step 4.3A – CIPP Plan Review**

- IPPW personnel are required to carry out a CIPP Plan review with the unit/organization leaders for the annual 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.
- Once the unit/organization information is added, check that the information you entered is reflected on the table.

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

• **Step 4.1B – Enter Commander/Leader Information**

- The commander/leader information consists of First Name, Last Name, Service, Rank/Title (optional), E-mail, and Phone Number.
- You will have to manually input the commander’s/leader’s First Name, Last Name, Service, Rank/Title (optional), E-mail, and Phone Number.
- If you have exported this roster from a previous CIPP Plan registration, double check that the information currently entered is accurate.

A	B	C
Commander_Leader_First_Name	Commander_Leader_Last_Name	Commander_Leader_E-mail

D	E	F
Commander_Leader_Phone_Number	Commander_Leader_Service	Commander_Leader_Rank

• **Step 4.2B – Enter Unit/Organization Information**

- Use the official name of the unit/organization. The information you enter should match the information in the CIPP Plan.
- For the Installation/Base/Ship/Location, use the searchable dropdown menu. 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.
- See Appendix A of the CIPP Plan template for guidelines for Identification Code.⁶
- See the CIPP Plan System FAQs for a full list of unit types.⁷
 - These are descriptors that may describe the unit’s mission.
- Enter Service information and all applicable DEOCS IDs for the units/organizations. If entering multiple DEOCS IDs for one unit/organization, separate them with commas.
 - If you need to find DEOCS IDs, please contact your Service-level IPPW and/or the unit’s/organization’s survey administrator.

G	H	I	J
Unit_Organization_Title	Unit_Organization_Installation_Base_Ship_Location	Unit_Organization_Identification_Code	Unit_Organization_Component_Type

K	L	M	N
Unit_Organization_Service_Branch	Unit_Organization_Population	Unit_Organization_Type	DEOCS_IDs

⁶ To view Appendix A 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 click on the “CIPP Plan Extended Template” or “CIPP Plan Abbreviated Template” document.

⁷ 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.”

• **Step 4.3B – CIPP Plan Review**

- IPPW personnel are required to carry out a CIPP Plan review with the unit/organization leaders for the annual CIPP Plan.
- When entering a date, enter it in mm/dd/yyyy or mm-dd-yyyy format.
- If a review was not completed, select the “X” from the dropdown under “I did not conduct a CIPP Plan review” and provide a reason from the dropdown menu under “Reason for no CIPP Plan Review”. If you select “Other,” type out the reason in the “Other Reason” column.
- Information should only be entered in either the “CIPP Plan Review Date” or the “I did not conduct a CIPP Plan review.” If information is included in both fields for one unit or organization, the information will not be properly added to the registration during the import process. Please carefully review this section of the Excel file before importing.
- Once imported, check that the information you entered is reflected in the table.

N	O	P	Q	R
DEOCS_IDs	CIPP_Plan_Review_Date	I_did_not_conduct_a_CIPP_Plan_review	Reason_for_no_CIPP_Plan_Review	Other_Reason
	04/15/2026			
	05/04/2026			
		X	Commander/Leader was deployed.	

- **Step 4.4B – Import the Community Unit/Organization Roster**

- Click the “Import” button and then click “Browse” to select the Excel file from your device or drag and drop the file into the “Upload File” section.
- Once the community roster is imported, review the unit/organization information in the table to ensure it is accurate.
- If changes are needed, the Excel file can be edited and imported again which will overwrite the previously imported unit/organization information or the unit/organization information can be edited manually by clicking the pencil icon in the table.

Instructions for importing unit/organization information covered by this CIPP Plan ✕

- To import units/organizations to this CIPP plan, create an .xlsx or .xls file using the official template. You can find the official template [here](#).
- Importing a list of units/organizations included in this CIPP Plan’s community will overwrite the unit/organization information currently present.
- It’s recommended to export a copy to your machine if you’re concerned about losing information stored here when the import overwrites it.
- Browse to the file location by clicking the “Browse” button or drag and drop the file in the box below.
- Click “Start Import” to import the file to this CIPP Plan.
- Review the import and correct any errors flagged in the “Status” column.
- IMPORTANT: Each import will replace any existing units/organizations previously imported or entered in the registration.

Upload File

Browse or drag and drop

❗ **File is required.**

Start Import

Add each unit/organization within the community to the CIPP Plan registration, 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/organizations when ready.

Step 5 – Upload the Annual CIPP Plan

The fifth step is uploading the CIPP Plan file itself. The upload step consists of the CIPP Plan Year, 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.”

The CIPP Plan Year section allows you to enter the year that the CIPP Plan is for. For example, if you are uploading a CIPP Plan that will be implemented in 2026, you should select 2026 for the CIPP Plan Year.

- 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 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.

CIPP Plan Year*

What year is this CIPP Plan for?

Annual CIPP Plan File Upload *

Browse or drag and drop

Files supported: [.pdf]

The CIPP Plan 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 annual 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 annual CIPP Plan. This means that any new uploads will overwrite the previous file.

Step 6 – Link CIPP Plan

In this optional step, the CIPP Plan registration can be linked to another, forming a “chain”. This step allows a user to link and track multiple CIPP Plan registrations for a community over time.

- To create a chain, click the “Add” button above the Chains table and enter a name for the chain.
- Once the chain is created, the CIPP Plan registration can be added to the chain by clicking the “Add” button above the Links table.
- Previous CIPP Plans can be added to the chain by navigating to individual CIPP Plan registrations and adding them to the chain.
- If linking CIPP Plans is not a priority, this step can be skipped by clicking “Next” without having to enter any information.

To link this CIPP Plan to an existing chain:

- Select an existing chain to which this CIPP Plan should be linked.
- After selecting the chain, add the current CIPP Plan to the chain by clicking the “Add” button above the “Links” table.

To link this CIPP Plan to a new chain:

- Create a new chain by clicking the “Add” button above the “Chains” table and enter a unique chain name.
- After creating the new chain, add this CIPP Plan to the chain by clicking the “Add” button above the “Links” table.

If you do not wish to link this CIPP Plan, click “Next” and continue with the CIPP Plan registration.

Chains

Add

Select	Action	Chain Name	Chain ID
<input checked="" type="radio"/>		OPA DCP CIPP Community	jWegeBmc

< > 1 ▼ of 1 page(s) | Items per page: ▼ Total 1 items

Links

Add

OPA DCP CIPP Community

CIPP Plan ID	Action	Version	Community Name	Community Leader	Community Service	Submission Date
9yrAKcgx-A		Annual 2026	DCP Community	Will Cosner	DoD Other	
GfTPBH9o-U		Updated 2025	DCP Unit 2025	Will Cosner	Active Duty Army	06/06/2025

Step 7 – 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 annual CIPP Plan submission will not be considered “complete”.

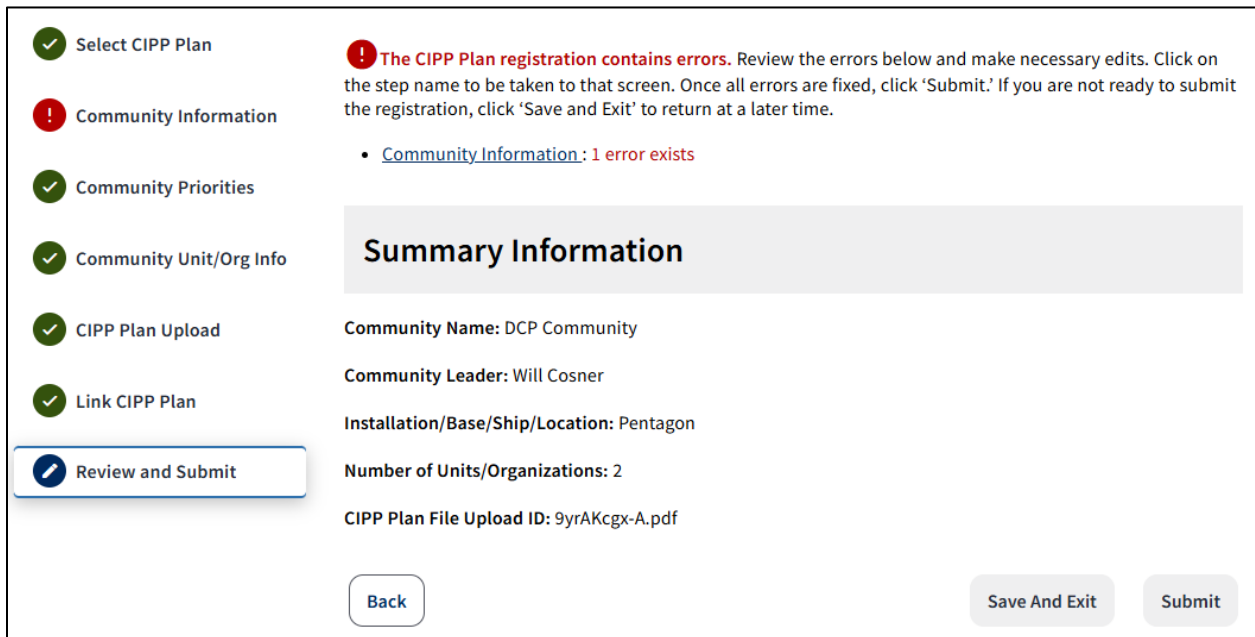
Step	Status
Select CIPP Plan	Completed
Community Information	Completed
Community Priorities	Completed
Community Unit/Org Info	Completed
CIPP Plan Upload	Completed
Link CIPP Plan	Completed
7 Review and Submit	Current Step

Summary Information	
Community Name:	DCP Community
Community Leader:	Will Cosner
Installation/Base/Ship/Location:	Pentagon
Number of Units/Organizations:	2
CIPP Plan File Upload ID:	9yrAKcgx-A.pdf

Buttons: Back, Save And Exit, Submit

The above image is an example of a successfully filled in annual CIPP Plan registration. Once every step has a green check mark and all of the information is entered, you can then click “Submit” to complete the annual CIPP Plan registration. Note, you should not submit your annual CIPP Plan until you have reviewed the CIPP Plan registration information and verified you have uploaded the correct file. Once an annual CIPP Plan is successfully submitted, you cannot edit the registration information, nor can the annual 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 a message specifying which step or steps need necessary edits. A red exclamation icon will highlight the steps that contain unfinished fields.

After you complete each step successfully and click “Submit,” you will arrive at the following congratulatory message:

✓ Select CIPP Plan

✓ Community Information

✓ Community Priorities

✓ Community Unit/Org Info

✓ CIPP Plan Upload

✓ Link CIPP Plan

7 Review and Submit

Summary Information

Community Name:

Community Leader: Will Cosner

Installation/Base/Ship/Location:

Number of Units/Organizations: 2

CIPP Plan File Upload ID: 9yrAKcgx-A.pdf

Congratulations!

You have completed the process for submitting your annual CIPP Plan. Following this annual upload, you are able to submit an *optional* CIPP Plan for your community. Optional updated CIPP Plans require that your commander(s) review your updated CIPP Plan document. Once you have met with your commander(s), you can return to this site to revise your registration and submit an updated CIPP Plan.

Home

Back

This message indicates successful completion of the annual 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
- 1-833-867-5674

For questions about CIPP Plan System content reach the help desk at:

- DODHRA.OPA-CCA-SUPPORT@mail.mil