



Introduction

The Comprehensive Integrated Primary Prevention (CIPP) Plan System in the Office of People Analytics Defense Climate Portal (OPA DCP) is where CIPP Plans are registered and uploaded for a community. Initial CIPP Plans are due January 31st annually and updated plans are due July 31st annually per DoDI 6400.11 sections 3.4 b.1.(b)1-2. 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 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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Accessing the OPA Defense Climate Portal

Get started by navigating to <https://www.drcedirect.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.drcedirect.com/all/eca-security-ui/#!/deocs-register>) to create your account. You must have an active OPA 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.¹

U.S. DEPT OF DEFENSE

Sign In

Username *

Password *

☐ Show Text

Sign in

[Forgot your password?](#)

Welcome to the OPA Defense Climate Portal

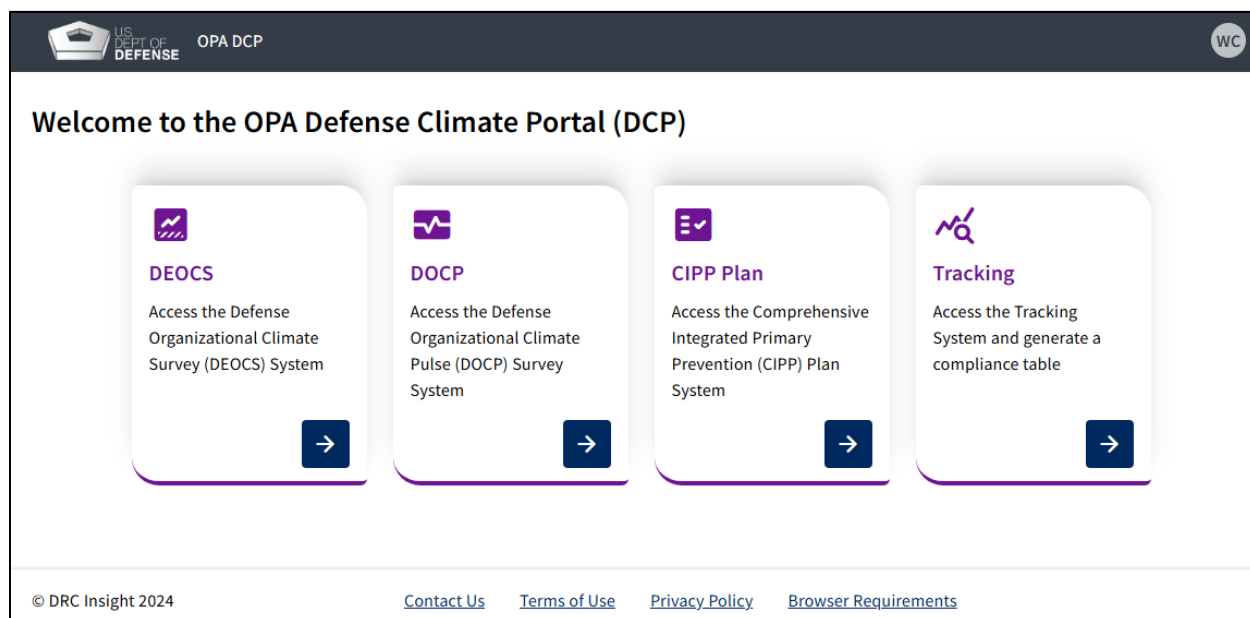
Please reach out to the OPA Defense Climate help desk for more information (OPA_DCP@datarecognitioncorp.com or 1-833-867-5674).

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.

¹ 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."

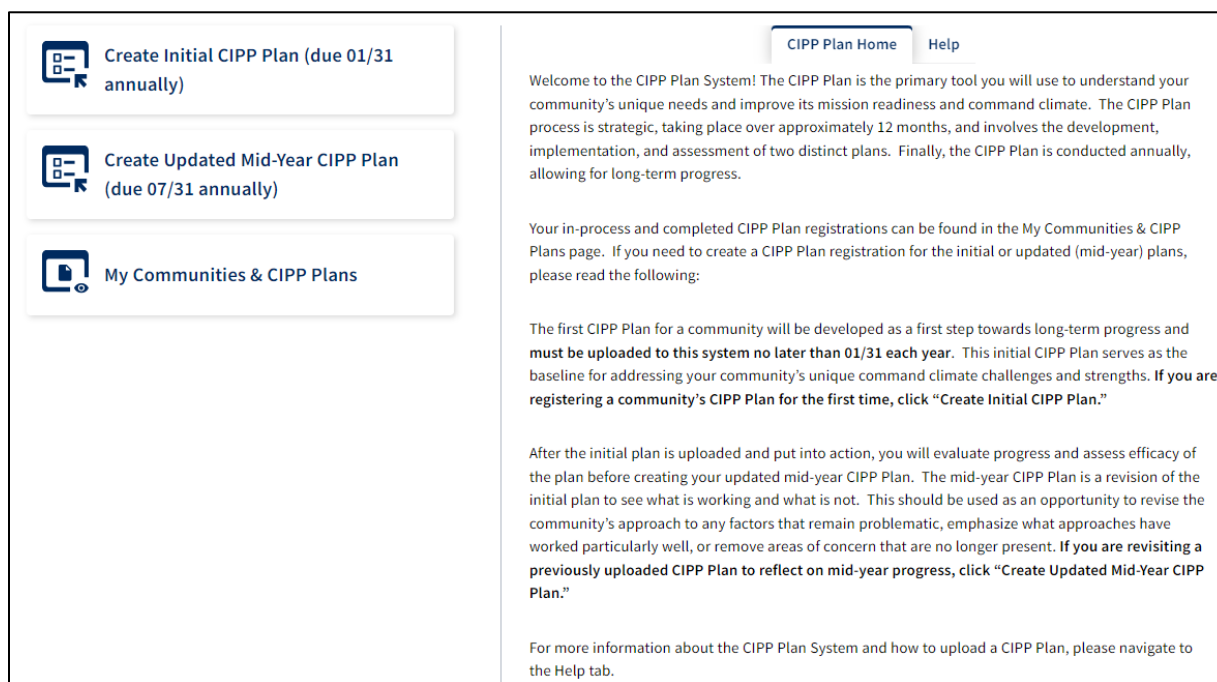
Accessing the CIPP Plan System

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, 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. If you have an OPA DCP account but cannot access the CIPP Plan System, contact your Service-level IPPW to request IPPW user privileges.

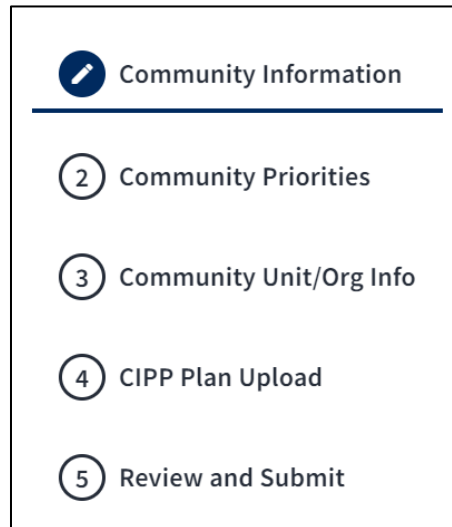
Users will arrive at the following screen after navigating to the CIPP Plan System. The screen consists of two tabs across the top and three buttons on the left sidebar. The “Welcome” tab describes how to navigate the CIPP Plan System and the “Help” tab provides an overview of the resources helpful to 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: “Create Initial 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 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/>.

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**

- 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 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: *

× Q

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 (optional) and Phone Number.

• Enter the Community Details

- 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.
 - 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.

Service *

Please provide the Service under which this community falls.

Select ▼

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

Back

Save And Exit

Save

Next

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 outcomes², and risk and protective factors on your CIPP Plan are reflected accurately. At least one item must be selected to complete this step.

² 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 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.

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

The second option is to fill out and import the community unit/organization roster Excel file. The community roster can be exported from a previous CIPP Plan registration, or a blank template of the community roster can be accessed on the CIPP Plan System Resource Center.³ The community roster is especially helpful if you are adding multiple units or organizations to the CIPP Plan registration.

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.

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.
- To edit the community's units/organizations in an Excel format, you can use the export and import buttons. This allows you to download the currently existing unit/organization information as an .xlsx file, allowing for additional bulk-edit functionality (e.g., find-and-replace), and subsequent import of this edited file. Please click either the “Export” or “Import” buttons to do so.
- For additional information, see Appendix A of the CIPP Plan Template.

Export/Import Community
Unit/Organization Information

Add Unit/Organization to CIPP Community

Export

Import

Unit/Organization Title ↕	Action	Commander/Leader Name ↕	Commander/Leader E-mail ↕	CIPP Plan Review Date ↕	Status ↕
Test	 	Bob Dylan	bdylan@mail.mil		
DGP Unit	 	Will Cosner	test@mail.mil		

³ To access the community unit/organization roster, 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 Template” document.

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 Initial 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.⁴ The unit/organization information you enter should match the information in the CIPP Plan.

Steps 3.1A through 3.3A below outline how to enter unit/organization information into the Initial Community Unit/Organization Information window while Steps 3.1B through 3.4B 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 3.1A – Enter Commander/Leader Information**

- 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.

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

⁴ 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.

- **Step 3.2A – 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.⁵
- See the CIPP Plan System FAQs for a full list of unit types.⁶
 - These are descriptors that may describe the unit's mission.
- Enter all applicable DEOCS IDs for the unit/organization.
- If you need to find DEOCS IDs, please contact your Service-level IPPW and/or the unit's/organization's survey administrator.

Initial Community Unit/Organization Information

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)

⁵ 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.

⁶ 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 3.3A – CIPP Plan Review**

- 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.
- 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

Cancel

Add

- **Step 3.1B – Enter Commander/Leader Information**

- The commander/leader information consists of First Name, Last Name, Service, Rank (optional), E-mail, and Phone Number.
- You will have to manually input the commander's/leader's First Name, Last Name, Service, Rank (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	D	E	F
1	Commander_Leader_First_Name	Commander_Leader_Last_Name	Commander_Leader_E-mail	Commander_Leader_Phone_Numbe	Commander_Leader_Service	Commander_Leader_Rank
2						
3						

- **Step 3.2B – 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.⁷
- See the CIPP Plan System FAQs for a full list of unit types.⁸
 - These are descriptors that may describe the unit’s mission.
- Enter 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	K	L
Unit_Organization_Title	Unit_Organization_Installation_Base_Ship_Location	Unit_Organization_Identification_Code	Unit_Organization_Service	Unit_Organization_Type	DEOCS_IDs

⁷ 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.

⁸ 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 3.3B – CIPP Plan Review**

- IPPW personnel are required to carry out a CIPP Plan review with the unit/organization leaders for the initial 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.

M	N	O	P
CIPP_Plan_Review_Date	I_did_not_conduct_a_CIPP_Plan_review	Reason_for_no_CIPP_Plan_Review	Other_Reason
1/15/2025			
1/21/2025			
	X	Commander/Leader was deployed.	

• Step 3.4B – 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 4 – Upload the Initial CIPP Plan

The fourth 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 2025, you should select 2025 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 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.

CIPP Plan Year

What year is this CIPP Plan for?

Initial CIPP Plan File Upload *

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 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”.

✓ Community Information

✓ Community Priorities

✓ Community Unit/Org Info

✓ CIPP Plan Upload

5 Review and Submit

✓ All required fields have been completed.

Summary Information

Community Name: DCP Team

Community Leader: Tom Smith

Installation/Base/Ship/Location: Does not apply

Number of Units/Organizations: 2

CIPP Plan File Upload ID: kVDtsmXn-l.pdf

Back

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 screenshot displays the CIPP Plan System registration interface. On the left, a vertical list of steps is shown: 'Community Information' (green checkmark), 'Community Priorities' (green checkmark), 'Community Unit/Org Info' (red exclamation mark), 'CIPP Plan Upload' (green checkmark), and 'Review and Submit' (blue pencil icon). A red message at the top right states: 'Errors exist in the registration. Please review the steps identified to the left.' Below this, a 'Summary Information' section contains the following details: 'Community Name: DCP Team', 'Community Leader: Tom Smith', 'Installation/Base/Ship/Location: Does not apply', 'Number of Units/Organizations: 2', and 'CIPP Plan File Upload ID: kVDtsmXn-l.pdf'. A 'Back' button is located at the bottom of the summary section.

Step	Status
Community Information	Completed
Community Priorities	Completed
Community Unit/Org Info	Errors exist in the registration. Please review the steps identified to the left.
CIPP Plan Upload	Completed
Review and Submit	Available

Summary Information

Community Name: DCP Team

Community Leader: Tom Smith

Installation/Base/Ship/Location: Does not apply

Number of Units/Organizations: 2

CIPP Plan File Upload ID: kVDtsmXn-l.pdf

[Back](#)

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 and click “Submit,” you will arrive at the following congratulatory message:

✓ Community Information ✓ All required fields have been completed.

✓ Community Priorities

✓ Community Unit/Org Info

✓ CIPP Plan Upload

5 Review and Submit

Summary Information

Community Name: DCP Team

Community Leader: Tom Smith

Installation/Base/Ship/Location: Does not apply

Number of Units/Organizations: 2

CIPP Plan File Upload ID:

Congratulations!

You have completed the first step of the CIPP Plan process. Approximately 6 months following this initial upload, you will need to return to this CIPP Plan registration to complete the updated CIPP Plan upload, due 07/31. As part of the final steps, you will need to meet with the commander(s) to review your updated CIPP Plan document. Once you have your final document and have met with your commander(s), please return to this site to complete the remaining steps of your CIPP Plan.

[Home](#)

[Back](#)

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
- 1-833-867-5674

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

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