



CIPP Plan System: Registering, Uploading, and Submitting an Updated CIPP Plan

March 2025

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. Updated CIPP Plans are due July 31st annually and provide you an opportunity to document changes to your community's initial CIPP Plan registration. This document contains step-by-step instructions for registering and uploading an updated CIPP Plan to the CIPP Plan System. This document does not provide information on what you should include in your updated 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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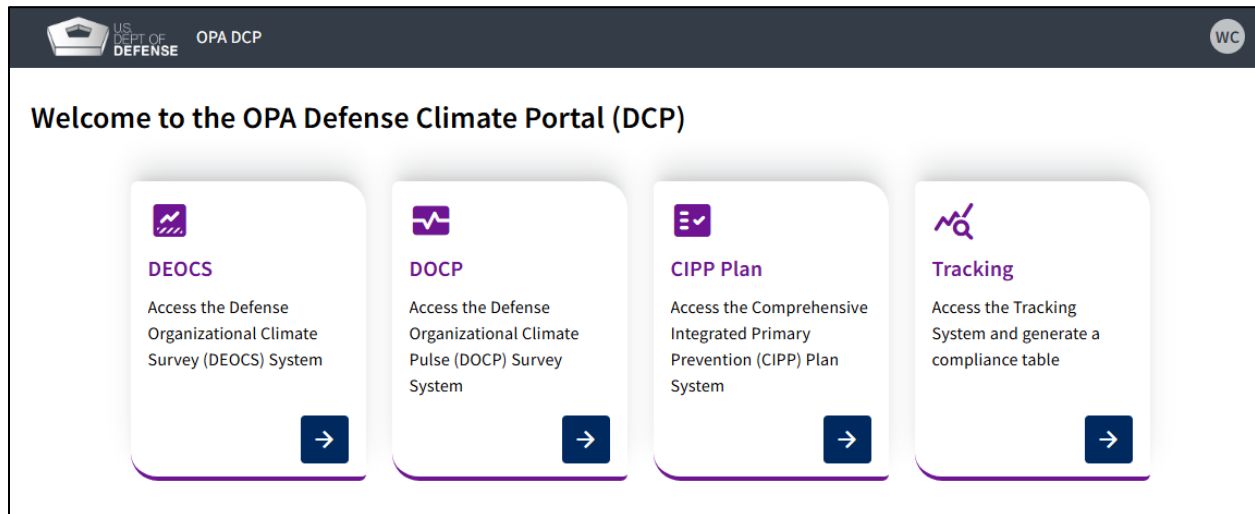
Accessing the Defense Climate Portal

Get started by navigating to <https://www.drcedirect.com/all/eca-portal-v2-ui/#/login/deocs> and logging into the DCP with the credentials you used when registering for your DCP account. If you have not created a DCP account, please go to the DCP account self-registration page (<https://www.drcedirect.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.¹

¹ Navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Comprehensive-Integrated-Primary-Prevention-Plan-System-Resource-Center/> and under “Frequently Asked Questions” click on the “CIPP Plan System: Frequently Asked Questions” document.

Accessing the CIPP Plan System

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.



Click 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 navigating to the CIPP Plan System.

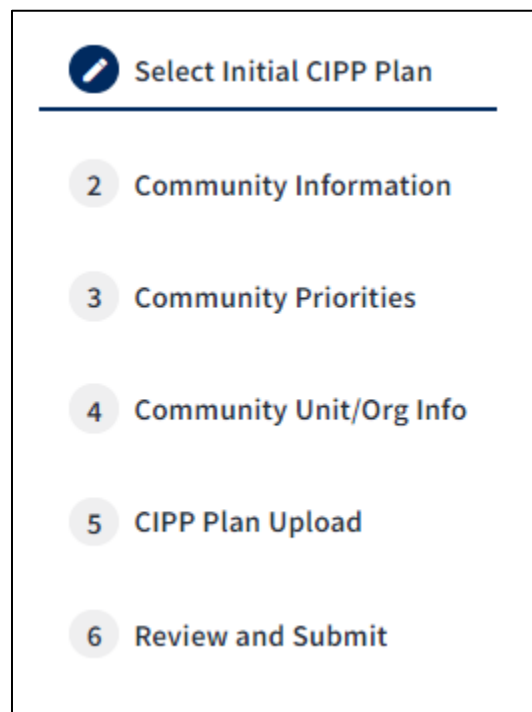


There are two tabs across the top of the screen and three buttons on the left sidebar. The “CIPP Plan Home” tab describes how to navigate the CIPP Plan System. The

“Help” tab provides an overview of the resources helpful to a user, links to these documents (written guides on FAQs, registering an initial CIPP Plan, using the “My Communities and CIPP Plans”, and what to do before registration), and contact information for DCP 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 and select a submitted initial CIPP Plan registration as the foundation for the updated CIPP Plan registration. 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 Updated Mid-Year CIPP Plan

Click “Create Updated CIPP Plan” to begin the updated CIPP Plan registration. The updated CIPP Plan registration process consists of six steps which are captured in the image below.



The steps are: (1) Select Initial CIPP Plan, (2) Community Information, (3) Community Priorities, (4) Community Unit/Org Info, (5) CIPP Plan Upload, and (6) Review and Submit.

A green “check” will appear next to steps 2-6 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 6 below).

Step 1 – Select the Initial CIPP Plan

Users must select the corresponding initial CIPP Plan to create the updated CIPP Plan registration. The initial CIPP Plans available to you will be listed in a table. Below is an example of the table.

Select Initial CIPP Plan

Community Information

Community Priorities

Community Unit/Org Info

CIPP Plan Upload

Review and Submit

- The summary table below includes the initial CIPP Plans for the communities associated with your user role.
- To register an updated CIPP Plan, click the CIPP ID for the appropriate CIPP Plan. Doing so will prepopulate the fields with the initial registration information.
- Please review and confirm the information for accuracy.
- After reviewing the registration information, you will be asked to upload the updated CIPP Plan.

Search

CIPP Plan ID ↕	Community Name ↕	Community Leader ↕	Community Leader E-mail ↕	Initial Plan Upload Date ↕
n2YQVnzJ-l	OPA DCP	Will Cosner	Test@mail.mil	2/26/2024

The table includes an overview of submitted CIPP Plans you are associated with. Click the appropriate CIPP Plan ID to begin the updated CIPP Plan registration for that community. The information from the initial CIPP Plan registration will auto-populate into the updated CIPP Plan registration where applicable.

You should review the auto-populated information to ensure accuracy of existing information and implement the necessary changes before uploading the updated CIPP Plan (step 5 below). Remember that the updated CIPP Plan is not the same file submitted in the initial CIPP Plan registration.

Step 2 – 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 updated CIPP Plan you are working to upload.

- **Review Community Leader Details**

Community Leader Details

Community Leader E-mail: *

Entering the Community Leader's e-mail will replace the current Community Leader and the corresponding fields.

First Name *	Last Name *	E-mail *
<input type="text" value="Will"/>	<input type="text" value="Cosner"/>	<input type="text" value="Test@mail.mil"/>
Phone Number *	Service *	Rank/Title
<input type="text" value="1234567890"/>	<input type="text" value="Civilian"/>	<input type="text" value="Mr."/>

- Verify the Community Leader Details are accurate.

If the community leader information is correct, you do not need to make any changes to the Community Leaders Details. If there is a new community leader, you can enter the new community leader's e-mail address into the search field. If their e-mail address exists in the DCP database, the First Name, Last Name, and E-mail will auto-populate. If the new 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.

- **Review Community Details**

Community Details

Community Name * Please provide the Community Name in the CIPP Plan.	Service * Please provide the Service under which this community falls.	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.
<input type="text" value="OPA DCP"/>	<input type="text" value="DoD"/>	<input type="text" value="Does not apply"/>

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

☒ Yes
☐ No

- Verify that the Community Name, Service, Installation/Base/Ship/Location, and co-location status are accurate.

Step 3 –Review Community Priorities

The third step consists of choosing priority areas that the updated CIPP Plan addresses. These priority areas may differ from what was included in the initial CIPP Plan. Please mark *all* priority areas that are addressed in your updated CIPP Plan to ensure *all* domains and outcomes² and risk and protective factors on your updated 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 address 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 – Review Community Unit/Organization Information

The fourth step allows you to review and update the units/organizations in the CIPP community. The units listed in the initial CIPP Plan registration for this community will be auto-populated for the updated registration and must be reviewed for accuracy.







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 ↕
DCP Team	 	Will Cosner	test@mail.mil	03/17/2025	
DCP Test	 	William Cosner	william.p.cosner.ctr@mail.mil		

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 below the “Add Unit/Organization to CIPP Community” button 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/organization in the corresponding row. Click the trashcan icon to delete the unit/organization in the corresponding row.

If multiple units/organizations need to be added to the registration or there are large updates to the existing information, there is the ability to fill out and import a community unit/organization roster Excel file. The community roster can be exported from the CIPP Plan registration by clicking the “Export” button, or a blank template for the community roster can be accessed on the CIPP Plan System Resource Center.³ Keep in mind that importing a community roster will delete all existing unit/organization information.

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.

Steps 4.1A through 4.3A below outline how to enter unit/organization information into the Initial 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 4.1 A – Review Commander/Leader Information**

Commander/Leader Information

** = required fields*

Commander/Leader E-mail: *

✕

🔍

Entering the Commander/Leader’s e-mail will replace the current Commander Leader and the corresponding fields.

First Name *

Will

Last Name *

Cosner

E-mail *

Test1@mail.mil

Phone Number *

1234567891

Service *

Civilian ▼

Rank/Title

Dr. ▼

- Verify that the commander’s/leader’s information is accurate.

If the commander/leader information is correct, you do not need to make any changes to the commander/leader details. If you need to make a change to the commander/leader, you can enter the new commander’s/leader’s e-mail address into the search field to update the commander/leader information, as previously outlined in the Community Leader Details section.

- **Step 4.2 A – Review Unit/Organization Information**

Unit/Organization Information* = required fields

Unit/Organization Title *

DCP Unit

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.

Does not apply

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

126342

Service *

DoD

Type

Operations

DEOCS ID(s) associated with the Unit/Organization

123456

- Verify the Unit/Organization Information is accurate.

If the Unit/Organization Information is correct, you do not need to make any changes to the unit/organization details. If a unit’s/organization’s information is incorrect, edit as needed. Some unit/organization fields are locked to ensure accurate tracking of units/organizations within communities over time. If a locked field requires editing, please delete the unit/organization from the registration by using the trashcan icon shown in Step 4 and then click “Add Unit/Organization to CIPP Community” button to re-add the unit/organization with the correct information.

- **Step 4.3 A – 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

- IPPW personnel are required to carry out a CIPP Plan review for the updated CIPP Plan in addition to the initial CIPP Plan review.
 - Add the date of the updated CIPP Plan review. A date in the future can be selected here.
 - If a review of your updated CIPP Plan was not or will not be completed, select "I did not conduct a CIPP Plan review" and provide a reason.
 - Click "Add" to close the pop-up and return to the Community Unit/Org Info page.
 - Check that any edits you entered are reflected in the table.
- **Step 4.1B – Enter Commander/Leader Information**
 - If the commander/leader information is correct, you do not need to make any changes to the commander/leader details.
 - If you need to make a change to the commander/leader, you will have to manually update the commander's/leader's First Name, Last Name, Service, Rank (optional), E-mail, and Phone Number.

	A	B	C	D	E	F
1	Commander_Leader_First_Name	Commander_Leader_Last_Name	Commander_Leader_E-mail	Commander_Leader_Phone_Number	Commander_Leader_Service	Commander_Leader_Rank
2	William	Cosner	william.p.cosner.ctr@mail.mil	1234567893	Civilian	Mr.
3	Bob	Smith	bsmith@mail.mil	5206236254	US Army (USA)	
4	Will	Cosner	test@mail.mil	6206263562	US Army (USA)	Staff Sergeant

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

- Verify the unit/organization information is accurate. If updates are needed, manually update the relevant 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 working from the blank template or the list presented in column K on the Drop-Down Lists tab of the Excel file if working from an exported file. 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 enter “Does not apply” if applicable.
- 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 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
DCP Unit	Pentagon	12345	DoD	Operations	123fd45
Army Command	Does not apply	279535	US Army (USA)	Logistics	63gkwt
DCP Army	Does not apply	738056	US Army (USA)	Operations	60ejfs3

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.”

- **Step 4.3B – CIPP Plan Review**

- IPPW personnel are required to carry out a CIPP Plan review with the unit/organization leaders for the updated 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 working from a blank template or enter a reason listed under column J under the “Drop-Down Lists” tab. If you enter “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/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
	X	Commander/Leader was deployed.	
01/13/2025			
01/16/2025			

- **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.

Upon returning to the main page, ensure that each unit/organization appears in the table before continuing to Step 5.

Step 5 – Upload the Updated CIPP Plan

The fifth step is uploading the updated CIPP Plan. The upload step consists of a file select field and a table that presents the initial and updated CIPP Plans. Please note that you must submit the file in the next 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 July 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.

Updated CIPP Plan File Upload *

or drag and drop

Files supported: [.pdf]

Upload Date	Action	CIPP Plan ID	Upload Status
02/26/2024		n2YQVnzJ-I	Uploaded

The file select field has two options for uploading an updated 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 updated 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 updated CIPP Plan registration and includes information of the initial CIPP Plan upload. The initial CIPP Plan is locked and cannot be deleted or edited.

Please note, the CIPP Plan System only maintains the most recently uploaded version of the updated CIPP Plan. This means that any new uploads will overwrite the previous file.

Step 6 – Review and Submit Updated CIPP Plan

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 updated CIPP Plan but do not review and submit, the plan will *not be final in the DCP*, and your updated CIPP Plan submission will not be considered “complete”.

Review and Submit Updated CIPP Plan

CIPP Plan ID: OP68k2rL-U

* This is a unique system-generated CIPP Plan ID.

✓ 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:

Back

Save And Exit

Submit

The above image is an example of a successfully completed updated 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 updated CIPP Plan registration. Note, you should not submit your updated CIPP Plan until you have reviewed the CIPP Plan registration information and verified you have uploaded the correct file. Once an updated CIPP Plan is successfully submitted, you cannot edit the registration information, nor can the updated 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:

Review and Submit Updated CIPP Plan

CIPP Plan ID: OP68k2rL-U

* This is a unique system-generated CIPP Plan ID.

✓ Community Information

✓ Community Priorities

! Community Unit/Org Info

✓ CIPP Plan Upload

Review and Submit

! Errors exist in the registration. Please review the steps identified to the left.

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:

Back

Save And Exit

Submit

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.

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After you complete each step successfully, 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 this year's CIPP process.

[Home](#)

[Back](#)

This message indicates successful completion of the updated CIPP Plan registration and that the CIPP Plan was successfully uploaded. The community leader, unit commanders and organization leaders, 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