



The Defense Organizational Climate Survey (DEOCS) is a tool that provides commanders and other Department of Defense (DoD) leaders with important feedback about the current command climate within their unit or organization. To register a DEOCS, the survey administrator must request their survey through the DEOCS System within the [Office of People Analytics \(OPA\) Defense Command Climate Portal \(DCP\)](#) and provide information about the unit or organization to be surveyed. This guide provides survey administrators with instructions on accessing the DEOCS System and registering a DEOCS.

Table of Contents

- Information Required to Register a DEOCS 2
- How to Register a New Survey in the DEOCS System 6
 - Navigate to the DEOCS System 6
 - Previous Registrations 8
 - Unit/Organization Details 9
 - Leadership Information 13
 - Participant Information 15
 - Customize the DEOCS 17
 - Select the Survey Window 20
 - Review and Register the DEOCS 22
- View Current and Previous Survey Registrations 24
- Edit a DEOCS Request 25
- Cancel a DEOCS Request 27
 - Survey Status and Cancellation 27
 - Steps to Cancel a DEOCS 28
- Next Steps after Registering a New Survey 29
- Contacting the DEOCS Help Desk 29

Information Required to Register a DEOCS

This section describes the information required to register a DEOCS. For a more thorough walkthrough of the registration process, see the “How to Register a New Survey in the DEOCS System” section later in this document.

Previous Registrations

- **Previous DEOCS Registration Information.** Previous DEOCS registrations that the survey administrator has access to can be selected to pre-populate registration information for the upcoming DEOCS.¹ Registration information can be edited if a previous DEOCS is selected.
 - You are not required to use the previous DEOCS registration to pre-populate the current registration. If you do not want to use previous DEOCS information to populate the current registration, you will be asked to provide a reason why.

Unit/Organization Details

- **Service Component Selection:** Three fields are used to create a Service component for each registration. The three fields are as follows:
 - **Component Type.** Options are: DoD, Joint Service, Active Duty, Reserve, National Guard, and MSA/MSA Prep.
 - **Service Branch.** Drop-down menu applicable to Active Duty, Reserve, National Guard, and MSA/MSA Prep
 - **Population.** Drop-down menu applicable to DoD and MSA/MSA Prep.
- **Unit/Organization Identification Code (Unit Identification Code (UIC)/ Reporting Unit Code (RUC)/Personal Accounting Symbol (PAS)/Operational Facilities Code (OPFAC).**
 - UIC should be used for the Army, Navy, and the DoD.
 - RUC should be used for Marine Corps.
 - PAS should be used for the Air Force and Space Force.
 - OPFAC should be used for the Coast Guard.
 - MSAs and MSA Preparatory Schools should use the code associated with their Service component.

If you have trouble locating this information, reach out to your Service’s point of contact.
- **Command Level.** Drop-down menu applicable to Army, Navy, Marine Corps, Air Force, Space Force, and National Guard units and organizations.

¹ If you do not have access to the previous DEOCS registration and would like to use information from that registration, reach out to the previous survey administrator and have them add you as a proxy to the previous DEOCS. For information on designating proxies, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/> and under DEOCS, Manage Users and Permissions, click on the “OPA DCP User Roles and Management” document.

- **Unit Type.** Drop-down menu applicable to DoD, Joint Service, Army, Navy, Marine Corps, Air Force, Space Force, and Coast Guard units and organizations.
- **Unit.** Drop-down menu applicable to Army, Navy, Marine Corps, Air Force, Coast Guard, and National Guard units and organizations.
- **Unit/Organization Title.** The title you provide will be used throughout the DEOCS to keep participants oriented to thinking about their specific unit, so ensure it is written exactly as you would like it to appear. For example, participants in a unit whose Unit/Organization Title was entered as “First Armored Division,” will see questions throughout the survey such as: “The following questions ask about your beliefs and experiences in your unit, First Armored Division.”
- **Unit/Organization City.** This should be the name of the city where the majority of your DEOCS participants work.
- **Unit/Organization State.** This should be the state where the majority of your DEOCS participants work.
- **Unit/Organization Zip.** This should be the zip code where the majority of your DEOCS participants work.
- **Installation/Base/Ship/Location.** This field is a searchable dropdown menu where you will identify the name of the installation, base, ship, or location where the majority of your DEOCS participants currently work. For example, Fort Bliss, Pentagon, or Whiteman Air Force Base. If your installation, base, shop, or location is not listed, manually add it by typing the full, official name into the field. For National Guard, Reserve, or other (e.g., recruiting station) units/organizations where the majority of your survey participants are not located at a military installation or base, please search and select “Does not apply.”
- **Deployment Status.** This field is only applicable for Army, Navy, Marine Corps, Air Force, Space Force, National Guard, and Coast Guard. Please plan to select “No” if your unit is not deployed or if deployment is not applicable for your unit or organization.

Leadership Information

- **Commander/Leader Information.** The personnel specified will be responsible for reviewing and approving or denying the DEOCS request and will receive information and updates about the request. You will be asked to provide the commander’s or leader’s first name, last name, Service, rank/title, e-mail, phone number, and date the commander/leader assumed command. The commander’s or leader’s name and rank will be used in survey items and e-mails, so ensure this information is provided exactly as it should appear.
- **Commander/Leader Supervisor Information.** The personnel specified will receive information and updates about the DEOCS registration, as well as response rates and results. You will be asked to provide the commander’s or leader’s supervisor’s first name, last name, Service, rank/title, e-mail, and phone number.

- Equal Opportunity Advisor (EOA)/Command Climate Specialist (CCS) Information.** The personnel specified will have a DEOCS account created for them if they do not already have one. They will be able to access the DEOCS registration, response rates, and results. You will be asked to provide the EOA's or CCS's first name, last name, Service, rank/title, e-mail, and phone number. If you are the EOA or CCS for the unit or organization or if the unit does not have one, you can click a check box that says, "I am the EOA/CCS for this unit or this unit does not have an EOA/CCS," and you will not need to fill in this information.
- Senior Non-Commissioned Officer (NCO)/Senior Enlisted Leader (SEL) Information.** The name and rank of the personnel specified may appear in the survey, so ensure their information is accurate. You will be asked to provide the Senior NCO's or SEL's first name, last name, Service, rank/title, e-mail, and phone number. If your unit or organization does not have a Senior NCO/SEL, you can click a check box that says, "this unit does not have a Senior NCO/SEL," and you will not need to fill in this information.
- Integrated Primary Prevention Workforce (IPPW) Personnel Information.** You will be asked to provide the IPPW personnel's first name, last name, Service, rank/title, e-mail, and phone number. If your unit or organization does not have an IPPW personnel, you can click a check box that says, "this unit does not have an IPPW personnel assigned," and you will not need to fill in this information.

Participant Information

- Roster of Individuals in Your Unit or Organization.²** This roster includes both required and optional information about the members of your unit/organization. You must provide an individual's first and last name and at least one additional piece of information—i.e., DoD ID or primary e-mail address (preferably a .mil address for their primary e-mail). If a phone number is included on the roster, it must be accompanied by either DoD ID or an e-mail address.³ It is recommended to include an e-mail address, as this allows the DEOCS System to automatically send e-mails to participants notifying them that their DEOCS is available and providing them with their login information. Follow-up e-mails are also sent to encourage participation. Step-by-step instructions for creating a roster are presented in the "How to Create a Survey Roster" document.⁴

² Rosters are not required for classified units/organizations. Click on the "special instructions for classified rosters" button in the "Participant Information" tab during DEOCS registration.

³ To view a DEOCS roster template, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/> and under DEOCS, Create a New DEOCS Request, open the document titled "Roster Template."

⁴ To view more information on creating a roster, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/> and under DEOCS, Create a New DEOCS Request, open the document titled "How to Create a Survey Roster."

Customize the DEOCS

- **Select Closed-Ended Questions.** You will be provided the opportunity to select up to ten closed-ended questions from the DEOCS Custom Question Bank (CQB) to include on the survey.
- **Select Open-Ended Questions.** You will be provided the opportunity to select up to five open-ended questions from the CQB to include on the DEOCS.⁵

Survey Window

- **Survey Start and End Dates.** The annual fielding window for the DEOCS is from August 1 to November 30 and surveys must begin by October 31.⁶ It is recommended that the survey is open for at least 20 business days (i.e., four weeks). Although this is often enough time for everyone who wishes to complete the DEOCS to do so, the survey administrator should closely monitor the response rate as they can extend the survey end date if the response rate is low. **You cannot reopen a survey once it has ended.**
- **Why Is This DEOCS Being Conducted Outside of the Annual Fielding Window?** This field is only displayed if you select an end date that falls outside of the annual fielding window. Options are: *Due to deployment*, *Due to the unit/organization training schedule*, *Due to operational demands*, *Other*. If *Other* is selected, there is a free response box provided to include justification for the selected dates.
- **Survey Window Automatic Extension.** The DEOCS System will monitor response rates for your DEOCS and automatically extend the survey end date if the response rate is low. Specifically, if, three days before your scheduled end date, if fewer than 16 participants have taken the survey, the system will automatically extend your survey end date by one week. Additionally, if the response rate is less than 30%, the system will automatically extend your survey end date by one week. This automatic extension can occur up to two times. This feature is automatically enabled for all surveys. If your survey extends and you would like to close it, manually navigate back into the survey registration and change the survey end date to the current date. The survey will then close at the end of the day.

⁵ To view the DEOCS CQB, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/> and under DEOCS, Create a New DEOCS Request, open the document titled "DEOCS Custom Question Bank."

⁶ This annual fielding window of August 1 to November 30 with surveys beginning by October 31 is specified in DoDI 6400.11.

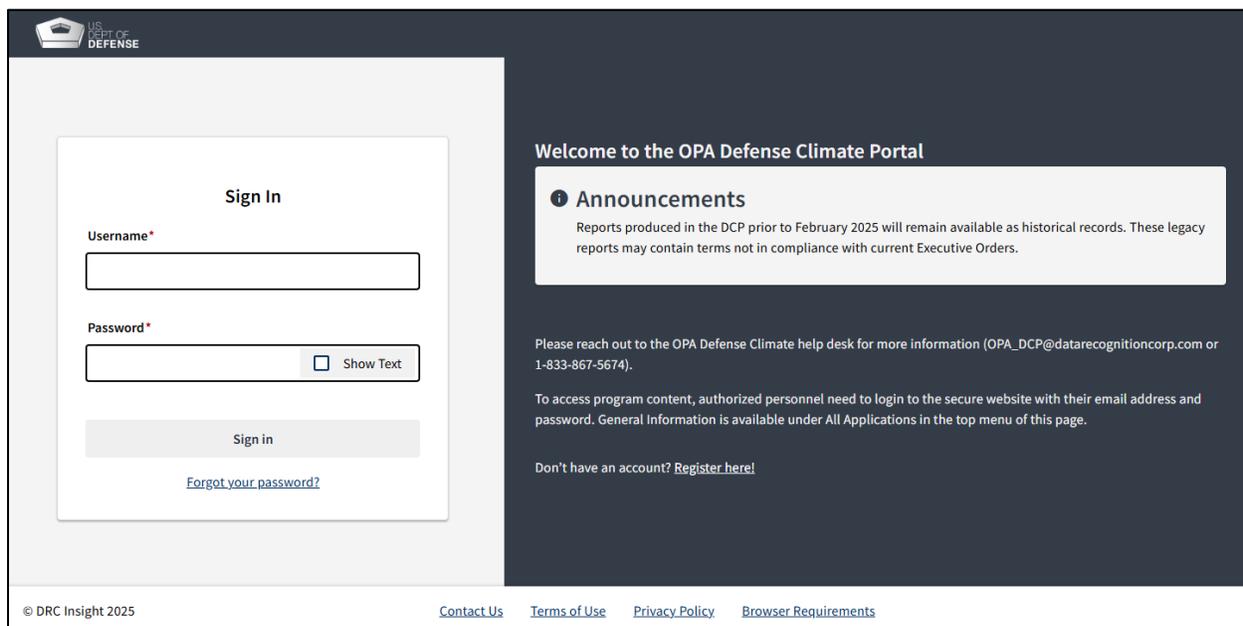
How to Register a New Survey in the DEOCS System

This section provides survey administrators with step-by-step instructions to register their DEOCS.

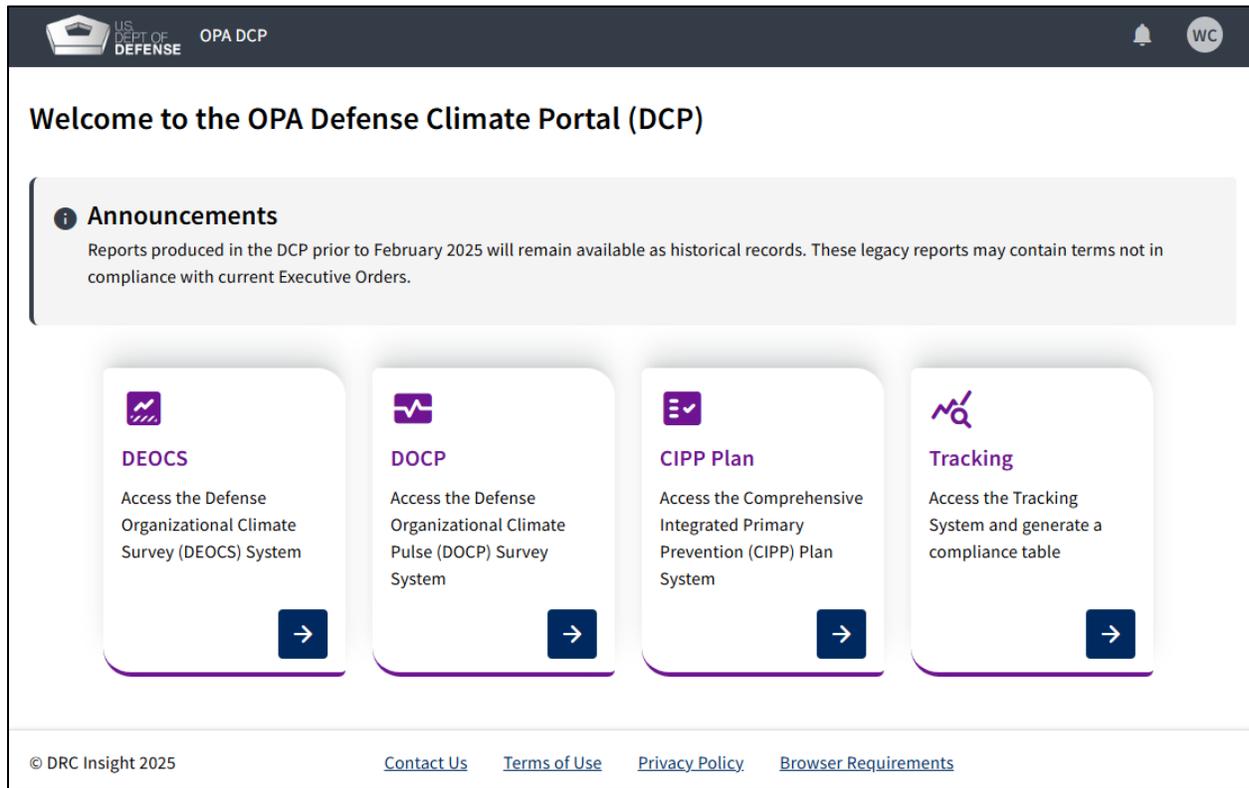
Navigate to the DEOCS System

To access the Office of People Analytics (OPA) Defense Command Climate Portal (DCP), follow these steps:

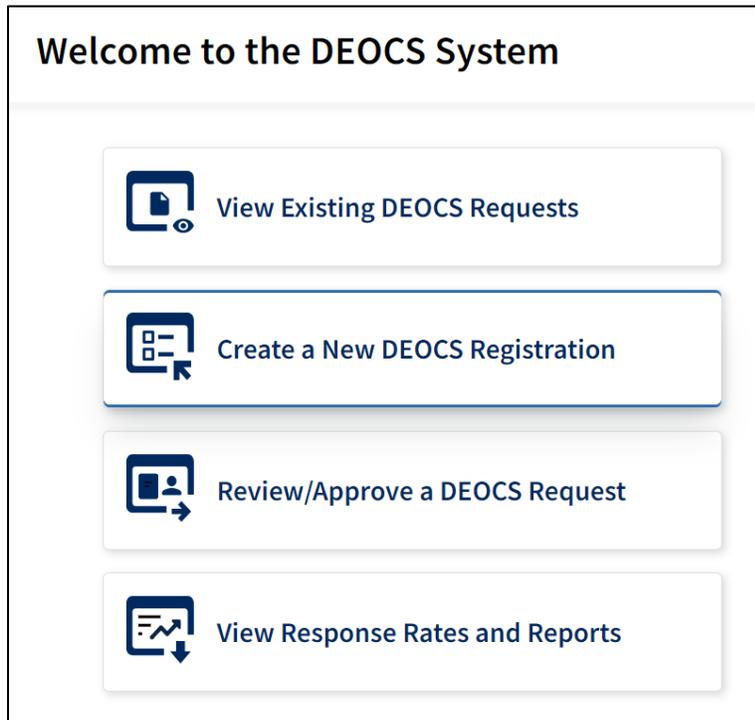
- **Step 1 – Log in to the OPA DCP** (<https://www.drceirect.com/all/eca-portal-v2-ui/#/login/deocs>). For best results, use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari.



- **Step 2 – Select “DEOCS.”**



- **Step 3 – Select “Create a New DEOCS Registration.”**



Previous Registrations

- **Step 4 – Select if you want to use a previous DEOCS registration to pre-populate information for this DEOCS.**
 - If yes, you can select a DEOCS registration you have access to.
 - If no, you then must provide a reason you do not want to use information from a previous DEOCS registration. The options include *I do not have access to the DEOCS registration*, *There is no previous DEOCS for this unit/organization*, *This DEOCS registration is for more than one previous DEOCS registration*, and *Other*. If you select “Other”, you will be asked to fill in a free-response text box with the reason.

<p>1 Previous Registrations</p> <p>2 Unit/Organization Details</p> <p>3 Leadership Information</p> <p>4 Participant Information</p> <p>5 Customize the DEOCS</p> <p>6 Survey Window</p> <p>7 Review & Register</p>	<h3>DEOCS Registration</h3> <p>Ready to register your unit's or organization's DEOCS? Review the instructions below and complete the first step before continuing.</p> <ul style="list-style-type: none"> • Before you can submit your DEOCS registration, all required fields in each step (noted with a red asterisk*) must be filled out. • You can return to previous steps and make changes to fields at any time. • At any time, you can select 'Save and Exit' to return to the registration later. • After completing all steps, you will review key registration information in the final step (Review & Register) before submitting your survey request for approval. • Once you finalize and submit the registration, an approval request will automatically be sent to the unit commander or organizational leader identified (see Leadership Information step). <hr/> <h3>Previous DEOCS Registration Information</h3> <p>To reduce the amount of information you need to manually enter, you have the option to pre-populate some registration information if a DEOCS was administered to your unit/organization in the past two years that you can access. To pull in previous registration information, select 'Yes.' To start a DEOCS registration from scratch, select 'No.'</p> <p>Do you want to pre-populate registration information? *</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
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Unit/Organization Details

- **Step 5 – Fill out the Service Component section.**
 - Select the Component Type, Service Branch, and Population from the available drop-down menus. Some of these fields are only applicable to specific units/organizations.

Service Component

Component Type *	Service Branch	Population
<div style="border: 1px solid black; padding: 2px;"> Select </div> <div style="border: 1px solid black; padding: 5px; margin-top: 2px;"> <p>DoD</p> <hr style="border: 0.5px solid blue;"/> <p>Joint Service</p> <p>Active Duty</p> <p>Reserve</p> <p>National Guard</p> <p>MSA/MSA Prep</p> </div>	<div style="border: 1px solid black; padding: 2px;"> Select </div>	<div style="border: 1px solid black; padding: 2px;"> Select </div>

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

There are many ways in which units and organizations are identified. In this field, enter the UIC, RUC, PAS, or OPFAC code that identifies the level at which you are registering your unit or organization's DEOCS. Use the full 5- or 6-digit UIC code, 5-digit RUC code, 8-digit PAS code, or 5-digit OPFAC code assigned to your unit or organization.

If needed, [more Service-specific instructions are available.](#)

- **Step 6 – Enter the Unit/Organization Identification Code (UIC/RUC/PAS/OPFAC).**
 - Unit Identification Code (UIC) is for Army, Navy, and the DoD.
 - Reporting Identification Code (RUC) is for Marine Corps.
 - Personal Accounting Symbol (PAS) is for Air Force and Space Force.
 - Operational Facilities Code (OPFAC) is for Coast Guard.
 - If needed, additional Service-specific instructions are available.

Unit/Organization Information

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

There are many ways in which units and organizations are identified. In this field, enter the UIC, RUC, PAS, or OPFAC code that identifies the level at which you are registering your unit or organization's DEOCS. Use the full 5- or 6-digit UIC code, 5-digit RUC, 8-digit PAS code, or 5-digit OPFAC code assigned to your unit or organization.

If needed, [more Service-specific instructions are available.](#)

- **Step 7 – Select the Command Level (if applicable).**
 - This drop-down menu will present a list of command structures specific to the Army, Navy, Marine Corps, Air Force, Space Force, and National Guard.
 - This information is used to help capture the structure and composition of units and organizations taking the DEOCS.

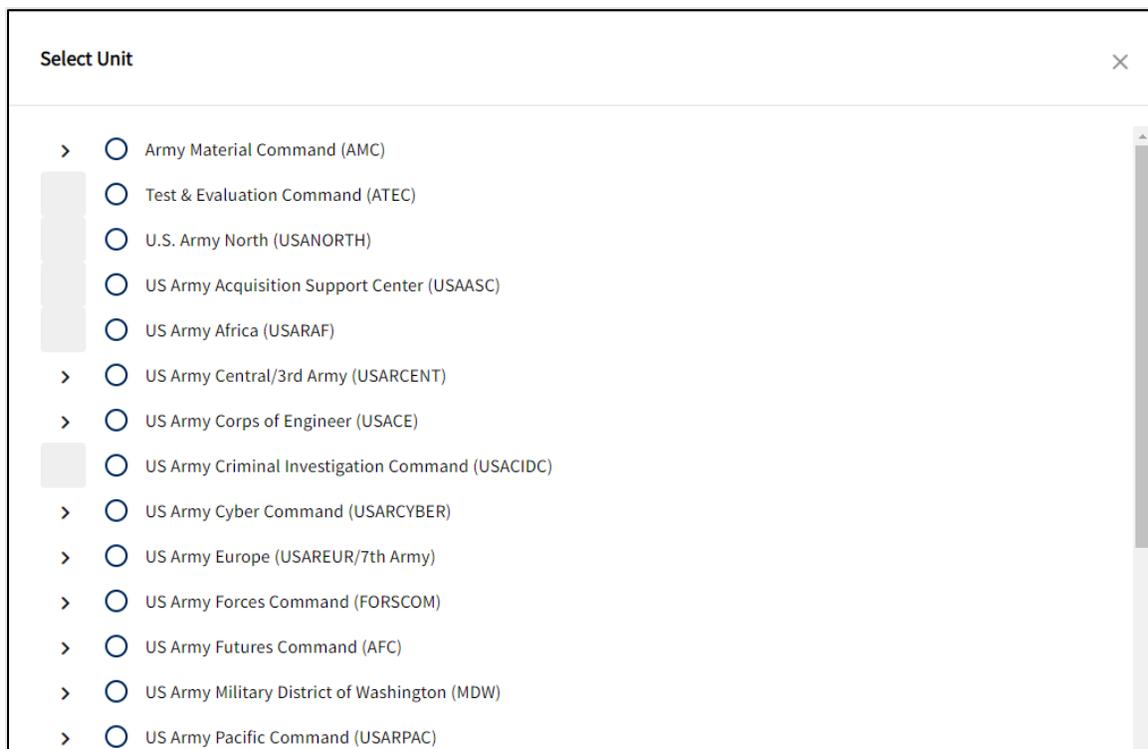
The screenshot shows a dropdown menu titled "Command Level *". The menu is currently open, displaying a list of options. The top option is "Select" with a downward arrow. Below it, "Army Group" is highlighted in blue. Other options in the list include "Field Army", "Corps", "Division", "Brigade", and "Battalion".

- **Step 8 – Select the Unit Type (if applicable).**
 - This drop-down menu will present a list of unit types specific to each Service and will only be displayed for those who select DoD, Joint Service, Army, Navy, Marine Corps, Air Force, Space Force, and Coast Guard.

The screenshot shows a dropdown menu titled "Unit Type *". The menu is currently open, displaying a list of options. The top option is "Select" with a downward arrow. Below it, "Acquisitions" is highlighted in blue. Other options in the list include "Adjutant General", "Air Defense Artillery", "Airborne", "Armor", and "Aviation".

- **Step 9 – Select the Unit (if applicable).**

- This pop-out menu will present a list of units specific to each Service, with the exceptions of Space Force, MSAs, and MSA Prep Schools.



- **Step 10 – Type the Unit’s or Organization’s Title.**

- This field will be used throughout the DEOCS to keep participants oriented to thinking about their specific unit/organization, so ensure that this title is entered exactly as it should appear.
- For example, a military unit that enters their Unit/Organization Title as “First Armored Division,” will be shown within the survey as follows: “The following questions ask about your beliefs and experiences in your unit, First Armored Division.”

Unit/Organization Title *

Your unit or organization title will appear in your survey as entered here. For example, a military unit that enters their Unit/Organization Title as ABC123, will be shown within the DEOCS as follows: *Overall, how would you rate the current level of morale in your unit, ABC123?*

- **Step 11 – Enter the Unit’s or Organization’s City, State, and Zip Code.**
 - This information should reflect the location where the majority of the DEOCS participants work.

Unit/Organization City *	Unit/Organization State *	Unit/Organization Zip *
<input style="width: 95%; height: 100%;" type="text"/>	<input style="border: none; border-bottom: 1px solid black; border-top: 1px solid black; border-left: none; border-right: none; text-align: left; padding-left: 5px;" type="text" value="Select"/> ▼	<input style="width: 95%; height: 100%;" type="text"/>

- **Step 12 – Search and select the Installation, Base, Ship, or Location for the unit or organization.**
 - The searchable dropdown will display options as you type, and you can select an item once found. If the installation, base, ship, or location you are looking for is not on the list, you can manually add it by typing the full, official name directly into the field.
 - Include the name of the installation, base, ship, or location where the majority of the DEOCS participants work. For example, Fort Bliss, Pentagon, or Whiteman Air Force Base.
 - For National Guard, Reserve, or other (e.g., recruiting station) surveys where most survey participants are not located at a military installation, base, ship, or location, please search and select “Does not apply.”

Installation/Base/Ship/Location *

Use the searchable drop-down menu below to identify the installation, base, ship, or other location where the majority of your survey participants currently work. You can search by entering text into the field or view all options by clicking on the field and scrolling through the list. If your installation, base, ship, or location is **not** listed, manually add it by typing the full, official name directly into the field or select “Does not apply” if applicable. Do not use acronyms. For National Guard, Reserve, or other (e.g., recruiting stations) units/organizations where the majority of your survey participants are not located at a military installation or base please search and select “Does not apply”.

▼

- **Step 13 – Select the unit’s or organization’s deployment status.**
 - This field is only applicable for Army, Navy, Marine Corps, Air Force, Space Force, National Guard, and Coast Guard. Please select “No” if not applicable for your Service component or if your unit or organization is not deployed.

Is Your Unit Deployed? *

Yes

No

Leadership Information

- **Step 14 – Enter the Commander/Leader Information for the unit or organization and the date the commander or leader assumed command or their leadership role.**

Commander/Leader Information

The unit commander or organizational leader name will appear in DEOCS documents (such as e-mails and the survey instrument), so please ensure the rank/title and name are written exactly as they should appear.

First Name* Last Name* Service* Rank/Title*

E-mail* Phone Number* Date Commander Assumed Command*

- **Step 15 – Enter the Commander/Leader Supervisor Information for the unit or organization.**

Commander/Leader Supervisor Information

The unit commander's or organizational leader's supervisor's name will appear in e-mails, so please ensure the rank/title and name are written exactly as they should appear.

First Name* Last Name* Service* Rank/Title*

E-mail* Phone Number*

- **Step 16 – Enter the Equal Opportunity Advisor (EOA) or Command Climate Specialist (CCS) Information for the unit or organization.**
 - If the survey administrator is the EOA/CCS for the unit or if the unit does not have an EOA/CCS, click the check box.

Equal Opportunity Advisor (EOA)/Command Climate Specialist (CCS) Information

If the unit *does not* have an EOA/CCS, check the box below. If you are not the EOA/CCS for this unit, include the EOA/CCS's information below.

I am the EOA/CCS for this unit or this unit *does not* have an EOA/CCS.

First Name* Last Name* Service* Rank/Title*

E-mail* Phone Number*

- **Step 17 – Enter the Senior Non-Commissioned Officer (NCO) or Senior Enlisted Leader (SEL) information for the unit or organization.**
 - If the unit or organization does not have a Senior NCO or SEL, click the check box.

Senior Non-Commissioned Officer (NCO)/Senior Enlisted Leader (SEL) Information

If the unit *does not* have a Senior NCO/SEL, check the box below. If your unit does have a Senior NCO/SEL, include the Senior NCO/SEL's information below. This name may appear in your survey as entered here, so please ensure the rank/title and name are written exactly as they should appear.

This unit *does not* have a Senior NCO/SEL.

First Name*
Last Name*
Service*
Rank/Title*

E-mail*
Phone Number*

- **Step 18 – Enter the Integrated Primary Prevention Workforce (IPPW) Personnel information for the unit or organization.**
 - If the unit or organization does not have an IPPW personnel, click the check box.

Integrated Primary Prevention Workforce (IPPW) Personnel Information

If the unit *does not* have an IPPW personnel assigned, check the box below. If your unit does have an IPPW personnel assigned, include their information below.

This unit *does not* have an IPPW personnel assigned.

First Name*
Last Name*
Service*
Rank/Title*

E-mail*
Phone Number*

Participant Information

- **Step 19 – Import the participant roster.**
 - Click “Browse” underneath participant import and locate the roster or drag and drop the file into the space provided.
 - All DEOCS requests require a roster of all individuals who are eligible to participate in the unit’s/organization’s DEOCS. This roster identifies all unit or organization participants that should receive a DEOCS.
 - If the roster for the DEOCS is classified, review the special instructions for classified rosters and check the box certifying that the roster is classified.
 - Once the box is checked, enter the number of people in the unit/organization and any relevant subgroup information.

Import File(s)*

File(s) supported: [.csv]

Import File

Browse or drag and drop

File restrictions vary by application

Start Import

If your roster is classified, please select the [special instructions for classified rosters.](#)

- **Step 20 – Review the “Participant List” tab to verify the roster accuracy.**
 - Once the roster import is successful, click on the “Participant List” tab to verify the information uploaded looks correct.
 - For information on editing the Participant List, refer to the “Edit a DEOCS Request” section later in this document.
 - If the roster import was unsuccessful, follow the instructions in the error message to correct the roster and re-upload. Common errors include:
 - **Duplicate DoD ID, e-mail address, or phone number.** Ensure that all participants have unique DoD IDs, e-mail addresses, or phone numbers.
 - **Missing DoD ID or e-mail address.** Ensure that a DoD ID or e-mail address is listed for each participant.
 - **Fewer than five participants per subgroup.** Ensure that each subgroup contains at least five participants.
 - **Missing participant name.** Ensure that all participants have both a first and last name assigned to the appropriate rows.
 - **Invalid e-mail address.** Ensure that the e-mail address is properly formatted and that there is not an extra space at the end of the address.
 - **Invalid header rows.** Ensure that each header row matches those in the roster template.⁷

Participant Information

All required fields are noted with a red asterisk (*) and must be filled out before you can review and register this DEOCS for approval. You can save a draft of the registration by clicking 'Save Draft.'

Import Participants
Participant List !

- ! [Duplicate DoD ID](#) - Two or more participants have the same DoD ID.
- ! [Missing Contact Detail](#) - Participant requires one of the following: DoD ID or E-mail.
- ! [Minimum Number of Participants in Subgroup not Reached](#) - Subgroup must have at least 5 participants.

⁷ To download the roster template, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/> and under DEOCS, Create a New DEOCS Request, click on the document titled “Roster Template.”

Customize the DEOCS

- **Step 21 – Select closed-ended questions.**
 - Click on the “Closed-Ended Questions” tab and use the “Search Question Text” box, the “Search Keywords” box, or the “Search Populations” box to select closed-ended questions.
 - Up to ten closed-ended questions can be selected to be included on the DEOCS.

Instructions
1. Closed-Ended Questions
2. Open-Ended Questions
3. Review Question Selection

Search Question Text:

Search Keywords:

Search Populations:

Separate word(s)/phrase(s) by commas or pressing "Enter" on your keyboard. Refer to the Instructions tab for more details.

0 Selected, 10 Available

<input type="checkbox"/> Questions ↕	Keywords ↕	Population ↕
<input type="checkbox"/> My unit/organization allows me adequate time to address my health care needs prior to deployment.	<i>Access to Care</i>	
<input type="checkbox"/> I feel I have the knowledge to address my personal hygiene and basic health care needs.	<i>Access to Care</i>	
<input type="checkbox"/> The health care provider at my command can meet my medical needs or ensure that I receive the care I need if they cannot meet my needs.	<i>Readiness, Safety/Well-Being, Health/Healthcare</i>	
<input type="checkbox"/> My commander/leader gives me adequate time to address my health care needs.	<i>Health/Healthcare, Safety/Well-Being</i>	
<input type="checkbox"/> When a person is having a stressful time, distancing them from weapons and poisons can save lives.	<i>Safe Storage for Lethal Means, Stress, Suicide</i>	

• **Step 22 – Select open-ended questions.**

- Click on the “Open-Ended Questions” tab and use the “Search Question Text” box and the “Search Keywords” box to select open-ended questions.
- Up to five open-ended questions can be selected.

Instructions
1. Closed-Ended Questions
2. Open-Ended Questions
3. Review Question Selection

Search Question Text:

Search Keywords:

Separate word(s)/phrase(s) by commas or pressing "Enter" on your keyboard. Refer to the Instructions tab for more details.

0 Selected, 5 Available

<input type="checkbox"/> Questions ↕	Keywords ↕
<input type="checkbox"/> How would you characterize the medical care obtained from off-base?	<i>Readiness, Safety/Well-Being, Health/Healthcare</i>
<input type="checkbox"/> How would you characterize the medical care obtained from on-base providers?	<i>Readiness, Safety/Well-Being, Health/Healthcare</i>
<input type="checkbox"/> Describe how information is communicated from senior leadership to all levels of the unit/organization.	<i>Leadership Support, Communication, Leadership</i>
<input type="checkbox"/> How effective is communication within this unit? How could it be improved?	<i>Leadership Support, Communication, Leadership</i>
<input type="checkbox"/> How would you characterize the flow of information at this unit/organization? Please explain.	<i>Leadership Support, Communication, Leadership</i>
<input type="checkbox"/> How would you feel about expressing your opinion to leadership concerning unit/organization issues?	<i>Leadership Support, Communication, Leadership</i>
<input type="checkbox"/> How would you improve the communication processes in the unit/organization?	<i>Leadership Support, Communication, Leadership</i>

- **Step 23 – Review Question Selection.**
 - Review the closed-ended and open-ended questions selected.
 - If additional or different questions are desired, deselect questions or navigate back to the “Closed-Ended Questions” and “Open-Ended Questions” tabs to select additional questions.
 - Check the box for “I confirm that the questions listed above are the custom items I want on the DEOCS for this registration” if the desired questions are selected.

Instructions
1. Closed-Ended Questions
2. Open-Ended Questions
3. Review Question Selection !

Review DEOCS Custom Question Selection

2 Selected **Closed-Ended Questions**

My unit/organization allows me adequate time to address my health care needs prior to deployment.
Keywords: Access to Care

My commander/leader gives me adequate time to address my health care needs.
Keywords: Health/Healthcare Safety/Well-Being

2 Selected **Open-Ended Questions**

How would you characterize the medical care obtained from on-base providers?
Keywords: Readiness Safety/Well-Being Health/Healthcare

How would you feel about expressing your opinion to leadership concerning unit/organization issues?
Keywords: Leadership Support Communication Leadership

Confirm DEOCS Custom Questions *

I confirm that the questions listed above are the custom items I want on the DEOCS for this registration.

! The box must be checked before the registration can be submitted.

Select the Survey Window

- **Step 24 – Select the Start Date and End Date for the DEOCS in the “Survey Window” section.**
 - The annual fielding window for the DEOCS is from August 1 to November 30 and surveys must begin by October 31 per DoD Instruction 6400.11, DoD Integrated Primary prevention Policy for Prevention Workforce and Leaders.
 - The start date will default to one week from the date the survey is being registered, but this date may be changed as needed.
 - When selecting a start date, ensure that adequate time is allowed for commander or leader review and approval of the survey request.
 - The survey will not start until the commander or leader of the unit or organization has approved it. The commander or leader must approve the survey either from the e-mail they receive from the DEOCS System or by logging directly into the OPA DCP.
 - The end date will default to four weeks from the start date, but this date may be changed as needed. Survey administrators can update the end date once a survey has started.
 - However, a survey cannot be re-opened once it has closed, so it is important to monitor response rates while the survey is still open and pro-actively extend the end date, if necessary.⁸
 - If the DEOCS survey end date is outside of the annual fielding window, you will be asked to provide a reason why the survey is being conducted outside of the annual fielding window.
 - Start and end dates/times align with the North American Central Time Zone. Account for time differences when selecting start and end dates.

Survey Window

Start Date * End Date *

08/01/2025

08/29/2025

Available at 12:01 AM CT Closes at 11:59 PM CT

Why is this DEOCS being conducted outside of the annual fielding window?

Other – Reason

⁸ For more information about monitoring a survey in the field, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/> and under DEOCS, DEOCS Promotion and Participation, click on the document titled “Monitoring Response Rates and Survey Outreach.”

- **Step 25 – Survey Window Automatic Extension.**
 - Starting in 2025, the automatic extension feature is permanently enabled for all registrations. This feature will automatically extend the end date of the survey if the response rates are low. Three days before your scheduled end date, if fewer than 16 participants have taken the survey, the system will automatically extend the survey end date by one week. Additionally, if the response rate is less than 30%, the system will automatically extend the survey end date by one week. This automatic extension can happen up to two times.
 - The survey must be scheduled to be open for at least 4 days for the automatic extension to occur if the response rates are low.
 - If the survey extends and you would like to close it early, navigate into the survey registration and manually change the survey end date to the current date. The survey will then close at the end of the day.

Survey Window Automatic Extension

The system will monitor response rates and extend the end date of the survey if there are fewer than 16 participants or if the response rate is less than 30%. Specifically, the end date will automatically extend by one week if fewer than 16 participants responded three days before the scheduled end date. Additionally, even if 16 participants responded, if the response rate is less than 30%, the system will automatically extend the survey by one week. Automatic extensions will happen up to 2 times.

You can update the 'End Date' to manually extend the survey window or close the survey at any point, even if the survey was automatically extended.

Once the DEOCS survey window closes it can **NOT** be reopened.

Review and Register the DEOCS

- **Step 26 – Review the DEOCS registration for accuracy.**
 - Take a moment to review the registration, verifying that all information, including the participant list, is accurate.
 - If there are red warning symbols presented next to any of the registration sections, navigate back to that section and make any required changes.

- ✓ Previous Registrations
- ✓ Unit/Organization Details
- ✓ Leadership Information
- ✓ Participant Information
- ✓ Customize the DEOCS
- ✓ Survey Window
- 7 Review & Register

DEOCS Registration: Review & Register

Review the key registration information that you entered in previous steps below.

- You can return to any previous step to review and/or update any information by clicking the 'Back' button or by clicking on the step directly.
- Once you have reviewed all registration information, you can register your DEOCS by clicking 'Register.'
- After clicking 'Register,' the request will automatically be sent to the unit commander or organizational leader identified in this registration (Leadership Information) for approval.
- If you are not ready to submit your registration, select 'Save Draft' to return and register at a later time.

Unit/Organization Details
Unit/Organization Title: DCP Unit
Unit/Organization Identification Code: 12345

Leadership Information
Commander/Leader: Captain Smith
Commander/Leader Supervisor: Colonel Davis

- If your unit/organization roster or subgroups are small, please review the “Response Rate Needed to Generate a Report” column and consider combining smaller subgroups to ensure reports are available. Keep these response rates in mind during the survey administration.

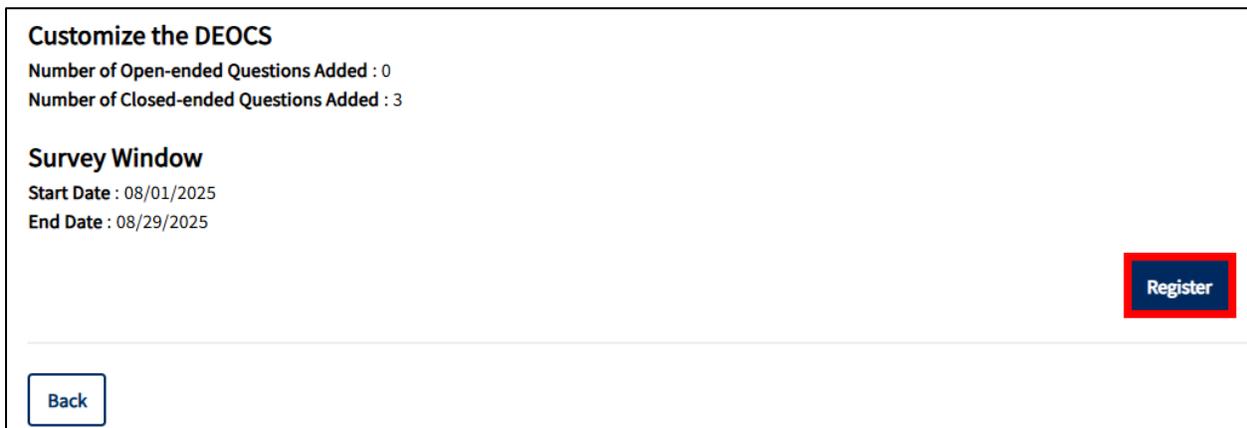
Number of Personnel Rostered : 23
Number of Subgroups : 3

Group	Number of Personnel Rostered	Response Rate Needed to Generate a Report	Risk for Non-Reportable Results	Alert
Overall Unit/Organization	23	69.6%	High	⚠ Small registrations may result in non-reportable data; consider increasing the registration size.
Operations	9	55.6%	High	⚠ Small subgroups may result in non-reportable data; consider increasing the subgroup size.
Logistics	7	71.5%	High	⚠ Small subgroups may result in non-reportable data; consider increasing the subgroup size.
Executive Administration	7	71.5%	High	⚠ Small subgroups may result in non-reportable data; consider increasing the subgroup size.

- **Step 27 – Preview the survey questions.**
 - Click on the “Preview Survey” button to view what the DEOCS will look like for survey participants.
 - This feature is only available after the draft survey registration is saved.



- **Step 28 – Register the DEOCS.**
 - Once the registration is finalized, click “Register” in the bottom right corner.



View Current and Previous Survey Registrations

The “View Existing DEOCS Requests” page allows survey administrators, commanders, leaders, and supervisors to view all current and previous survey registrations under their purview. This section provides users with an overview of this page.

To access the “Survey Registration” page, from the DEOCS System Welcome page, click “View Existing DEOCS Requests” if you are a survey administration or “Review/Approve a DEOCS Request” if you are a commander or leader.



Filters can be applied using the filter pane at left, allowing users to narrow their search by Service component, survey status, administrator, commander, and/or survey start and end dates. Users can also search by keyword. Clicking on a DEOCS ID number opens the survey registration page for a given DEOCS. A new DEOCS request can also be created from this page by clicking “Create a New DEOCS.”

Survey Registration							
<input type="text" value="Search"/> Showing all available results		<input type="button" value="Create a New DEOCS"/>					
<input type="button" value="Clear All Filters"/>	DEOCS ID	Registration Name	Administrator	Commander	Survey Window	Participants	Survey Status
Service Component <input type="button" value="Select"/>	1dd3076d	DEOCS2024_McHoes_123456_1dd3076d	Erik Harlock erik.j.harlock.ctr@mail.i	McHoes, Alyssa	05/03/2024 to 05/31/2024	96	Rejected
	779ce0ef	DEOCS2024_McHoes_654654_779ce0ef	Erik Harlock erik.j.harlock.ctr@mail.i	McHoes, Alyssa	04/29/2024 to 05/27/2024	18	Approved
Survey Status <input type="button" value="Select"/>	c7bcb5b1	DEOCS2024_McHoes_654654_c7bcb5b1	Erik Harlock erik.j.harlock.ctr@mail.i	McHoes, Alyssa	04/29/2024 to 05/27/2024	97	Approved
Administrator <input type="button" value="Select"/>	10be6684	DEOCS2024_Lonergan_654654_10be6684	Erik Harlock erik.j.harlock.ctr@mail.i	Lonergan, Chelsea	04/29/2024 to 05/27/2024	96	Ready for Approval
	951902df	DEOCS2024_Cosner_45486546_951902df	William Cosner william.p.cosner.ctr@m	Cosner, Willie	08/01/2024 to 08/29/2024	17	Ready for Approval

Edit a DEOCS Request

Depending on the status of the survey request, survey administrators can edit certain fields in the survey registration (see table on the next page). This section provides survey administrators with an overview of which information can be edited and when. To edit a DEOCS request, survey administrators should follow these steps:

- **Step 1 – Navigate to the “View Existing DEOCS Requests” page.**
- **Step 2 – Locate the appropriate DEOCS.**
 - Using the filters at left, locate the DEOCS to be edited. Click on the DEOCS ID to navigate into the registration.

- **Step 3 – Use the table below to guide edits.**
 - The table describes which fields can be edited during each survey status type.

Survey Request Status	Editable Information
<p>Draft: The survey request is being created or edited by the survey administrator.</p>	<ul style="list-style-type: none"> • Modify the roster by adding or removing participants, changing identifying information, or changing subgroup information. • Re-import a new roster. • Edit all fields within the survey registration.
<p>Ready for Approval: The survey request has been submitted by the survey administrator and is waiting for approval or denial from the commander or leader.</p>	<ul style="list-style-type: none"> • Modify the roster by adding or removing participants, changing identifying information, or changing subgroup information. • Re-import a new roster. • Edit all fields within the survey registration except Service Component, Command Level, Unit Type, Unit, Commander’s/Leader’s Information and Commander/Leader’s Supervisor’s Information.
<p>Denied: The survey request has been reviewed and denied by the commander or leader.</p>	<ul style="list-style-type: none"> • Modify the roster by adding or removing participants, changing identifying information, or changing subgroup information. • Re-import a new roster. • Edit all fields within the survey registration except Service Component, Command Level, Unit Type, Commander’s/Leader’s Information and Commander/Leader’s Supervisor’s Information.
<p>Approved and Not Started: The survey request has been reviewed and approved by the commander or leader and the survey window is not open.</p>	<ul style="list-style-type: none"> • Modify the roster by adding or removing participants, changing identifying information, or changing subgroup information. Only previously defined subgroups may be added. • Edit the survey start date and end date.
<p>Approved and Started: The survey request has been reviewed and approved by the commander or leader and the survey window is open.</p>	<ul style="list-style-type: none"> • Add participants to the roster. • Edit the survey end date.
<p>Completed: The survey has closed.</p>	<ul style="list-style-type: none"> • Edits may not be made to completed surveys.

- **Step 4 – Make any necessary edits.**
 - Navigate to the appropriate location in the DEOCS registration to make the required edits.
- **Step 5 – Click the “Done” button in the top right.**
 - You will return to the main page to view other surveys, if needed.

Cancel a DEOCS Request

Survey administrators may cancel a DEOCS at any time **before the survey start date**. This section will provide an overview of when a DEOCS may be canceled, as well as step-by-step instructions for canceling a DEOCS.

Survey Status and Cancellation

- **If a DEOCS is in “Ready for Approval” status:** A survey administrator can cancel the DEOCS. If the commander or leader tries to approve the survey without knowledge that it has been canceled by the survey administrator, the commander or leader will receive a message saying the survey can no longer be approved because it was canceled.
- **If a DEOCS is in “Approved” status:** A survey administrator can cancel the DEOCS any time before the start date. The “cancel survey” button will only appear before the start date has been reached.
- **If a DEOCS is in “Denied” status:** No action is needed to cancel the DEOCS. The survey will not start until it has been approved by the commander or leader.
- **If a DEOCS has already started:** A DEOCS that is already started cannot be canceled, but a new end date can be selected to close a DEOCS early. To close a DEOCS, survey administrators can change the end date to today’s date in the “Survey Window” section. The DEOCS System will continue to allow participants to take the survey until the end of the day and will then close out the survey.

Steps to Cancel a DEOCS

- **Step 1 – Log in to the OPA DCP (<https://www.drceirect.com/all/eca-portal-v2-ui/#/login/deocs>), navigate to the DEOCS System, and select “View Existing DEOCS Requests.”**
 - For best results, use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari.
- **Step 2 – Locate the appropriate DEOCS.**
 - Using the filters at left, locate the DEOCS to be edited. Select the DEOCS registration of interest by clicking on the DEOCS ID. This will bring up a page that contains all the registration information for the survey of interest.

Survey Registration							
<input type="text" value="Search"/> Showing all available results		<input type="button" value="Create a New DEOCS"/>					
<input type="button" value="Clear All Filters"/>	DEOCS ID	Registration Name	Administrator	Commander	Survey Window	Participants	Survey Status
Service Component <input type="button" value="Select"/>	1dd3076d	DEOCS2024_McHoes_123456_1dd3076d	Erik Harlock erik.j.harlock.ctr@mail.i	McHoes, Alyssa	05/03/2024 to 05/31/2024	96	<input type="button" value="Rejected"/>
Survey Status <input type="button" value="Select"/>	779ce0ef	DEOCS2024_McHoes_654654_779ce0ef	Erik Harlock erik.j.harlock.ctr@mail.i	McHoes, Alyssa	04/29/2024 to 05/27/2024	18	<input type="button" value="Approved"/>
Administrator <input type="button" value="Select"/>	c7bcb5b1	DEOCS2024_McHoes_654654_c7bcb5b1	Erik Harlock erik.j.harlock.ctr@mail.i	McHoes, Alyssa	04/29/2024 to 05/27/2024	97	<input type="button" value="Approved"/>
	10be6684	DEOCS2024_Lonergan_654654_10be6684	Erik Harlock erik.j.harlock.ctr@mail.i	Lonergan, Chelsea	04/29/2024 to 05/27/2024	96	<input type="button" value="Ready for Approval"/>
	951902df	DEOCS2024_Cosner_45486546_951902df	William Cosner william.p.cosner.ctr@m	Cosner, Willie	08/01/2024 to 08/29/2024	17	<input type="button" value="Ready for Approval"/>

- **Step 3 – At the top right, click the “Cancel Survey” button and then “Submit.”**
 - The survey request will now be canceled and cannot be reactivated.

Home → Survey Registration

DEOCS2024_Cosner_45486546_951902df

Survey Administrator: William Cosner
Survey Commander: Willie Cosner

Next Steps after Registering a New Survey

This section provides a brief overview of the next steps in the DEOCS process and associated resources (in footnotes).

- After successfully registering a DEOCS, user accounts are automatically created for the commander or leader, the commander's/leader's supervisor, the EOA/CCS, and the IPPW personnel if they do not already have OPA DCP accounts. The commander or leader and their supervisor will also receive an automated e-mail letting them know about the request. The commander or leader will need to approve the DEOCS request before the survey can start.⁹
- Once the commander or leader has approved a survey request, the survey administrator will receive an e-mail with information and instructions on how potential participants can access the survey. If the commander or leader rejects the survey, the survey administrator will be sent an e-mail notifying them. The survey administrator can then edit the survey details of the rejected survey registration as needed and resubmit it for approval.
- While the survey is in the field, it is important to monitor response rates and conduct survey outreach, if necessary.¹⁰
- When the survey closes, DEOCS results will be made available in the DEOCS Response Rates and Reports section of the DEOCS System within two weeks. Results are usually available within 72 hours of when the survey closes. The survey administrator, commander or leader, commander's/leader's supervisor, EOA/CCS, and IPPW personnel will receive an e-mail notification when the results are ready.

Contacting the DEOCS Help Desk

If you have questions or have any problems requesting a DEOCS, please contact our help desk at:

- DEOCS@datarecognitioncorp.com
- 1-833-867-5674

⁹ For more information about commander's and leader's roles during the DEOCS, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/> and under DEOCS, Review/Approve a DEOCS Request, click on the document titled "Commander and Leader Roles in the DEOCS and DOCP Process."

¹⁰ For more information about monitoring response rates and survey outreach, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/> and under DEOCS, DEOCS Promotion and Participation, click on the document titled "Monitoring Response Rates and Survey Outreach."