



The Office of People Analytics (OPA) Defense Climate Portal (DCP) provides access to the Defense Organizational Climate Survey (DEOCS) System, the Defense Organizational Climate Pulse (DOCP) System, and the Comprehensive Integrated Primary Prevention (CIPP) Plan System. To administer the DEOCS or DOCP, review DEOCS or DOCP results, or upload and register a CIPP Plan, a user must first create an OPA DCP account. This guide provides survey administrators, Integrated Primary Prevention Workforce (IPPW) personnel, Equal Opportunity Advisors (EOA)/Command Climate Specialists (CCS), commanders and leaders, commander’s and leader’s supervisors, and community leaders with a high-level overview of the OPA DCP, as well as instructions for obtaining an OPA DCP account.

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About the OPA DCP

The OPA DCP is a comprehensive website that allows users to:

- Request a DEOCS or DOCP
- Approve/Deny a DEOCS or DOCP request
- Monitor DEOCS or DOCP response rates
- View and download DEOCS or DOCP results
- Register and upload an initial or updated CIPP Plan
- View and download CIPP Plans

The OPA DCP is comprised of three major systems—the DEOCS System, the DOCP System, and the CIPP Plan System. This section describes the use and function of the three systems.

DEOCS and DOCP Systems

The DEOCS and DOCP Systems are where survey administrators request a DEOCS or DOCP for a specific unit or organization. The survey administrator inputs information during the registration process for the unit or organization.¹ Following the survey administrator’s submission of the request, the unit’s or organization’s commander or leader will be asked to review and approve the survey request. The commander’s or leader’s supervisor will also receive notice of the request, but no action is required on their part. The survey administrator, IPPW personnel, EOA/CCS, the commander or

¹ For a full detailing of the information required to request a DEOCS, 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 “How to Register a DEOCS.”

leader, and the commander's or leader's supervisor are also able to monitor the approval status of the survey.

Once the survey is approved, the survey administrator can actively manage the registration. For example, the survey administrator may choose to extend the survey or to send additional e-mail reminders to try to increase the response rate.

Finally, the DEOCS and DOCP Systems allow users to view both current and past survey registrations they are associated with (i.e., a survey administrator registered a past DEOCS, a leader was listed as a commander on a previous DEOCS).

The "Response Rates and Reports" section of the DEOCS and DOCP Systems allow users to monitor the response rate for a survey while it is open and provides access to results once the survey ends. DEOCS reports include overall factor ratings for each of the 19 risk and protective factors measured on the survey, detailed information about the unit's or organization's responses to the individual factor items, as well as results for all custom questions and Service-specific or Academy-specific questions, if applicable. DOCP reports display results for the specific questions selected during registration. Many results for both the DEOCS and DOCP can be displayed by demographic groups or additional subgroups designated in the participant roster.

CIPP Plan System

The CIPP Plan System is where IPPW personnel register and upload the initial and updated CIPP Plan for their community. The IPPW personnel navigates through the registration process, inputting community information, unit/organization information, uploading the CIPP Plan, and submitting the CIPP Plan. Once the CIPP Plan is submitted, commanders and leaders, the community leader, and the IPPW personnel can view the CIPP Plan registration and the uploaded CIPP Plan.

Request an OPA DCP Account

This section provides step-by-step instructions for requesting an OPA DCP account. Survey administrators, IPPW personnel, EOAs/CCSs, commanders/leaders, commander's/leader's supervisors, and community leaders must all have an account to access the OPA DCP. Access to the OPA DCP is essential, as it allows IPPW personnel to upload and register the CIPP Plan, survey administrators to register surveys, commanders/leaders to approve surveys, and all users to monitor response rates while surveys are open as well as view survey results after the surveys have closed. Once IPPW personnel establish an OPA DCP account, they must be granted IPPW permissions in the OPA DCP to be able to upload and register the CIPP Plan. To receive these permissions, they must reach out to a Service-level IPPW point of contact. Refer to the CIPP Plan System FAQs for these points of contact.²

Users in EOA/CCS, commander/leader, commander's/leader's supervisor, or community leader roles do not have to self-register for an account. Accounts will automatically be created for these individuals when a survey administrator submits a survey request or when IPPW personnel register a CIPP Plan and they will receive an e-mail with instructions for activating their account.³ However, all users—including survey administrators, EOAs/CCSs, commanders/leaders, commander's/leader's supervisors, and community leaders—may self-register for an OPA DCP account, should they choose to. To self-register for an account, follow the instructions below. It is important to note that once self-registered, you will only have access to DEOCS or DOCP registrations that you create or that list you as an EOA/CCS, IPPW personnel, commander/leader, or commander's/leader's supervisor. (Note: If you already have an account, log in to the OPA DCP using the following address: <https://www.drceirect.com/all/eca-portal-v2-ui/#/login/deocs>.)

- **Step 1 – Go to the Self-Registration Page.**
 - <https://www.drceirect.com/all/eca-security-ui/#!/deocs-register>
 - For best results, use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari.

² For Service-level IPPW points of contact, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Comprehensive-Integrated-Primary-Prevention-Plan-System-Resource-Center/> and under CIPP, Frequently Asked Questions, click on the document titled “CIPP Plan System: Frequently Asked Questions.”

³ For more information for commanders/leaders, and commander's/leader's supervisors to activate their account and review a DEOCS or DOCP request, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/> and under DEOCS, Review/Approve a DEOCS Request, click the document titled “Commander and Leader Roles in the DEOCS and DOCP Process.”

- **Step 2 – Complete the Self-Registration Form.**
 - Complete the self-registration form with the following information:
 - First name (required), middle name (optional), last name (required)
 - E-mail address (valid .mil, .gov, or .edu e-mail address is required)
 - Phone number (optional)
 - Organization or Service component (selected from a drop-down list for the Service–required)
 - Click the “Register” button.
 - If self-registration is successful, a green banner will appear at the top of your screen, and you will receive an e-mail with additional instructions. Receiving the e-mail can take up to one hour. Continue to Step 3.
 - If self-registration is not successful, a red banner will appear at the top of your screen. If this occurs, please contact the OPA DCP help desk for assistance:
 - OPA_DCP@datarecognitioncorp.com
 - 1-833-867-5674

OPA Defense Climate Portal (DCP) Account Self-Registration

First time OPA DCP users will need to create an OPA DCP account to access the DEOCS, DOCP, and CIPP Plan systems.

If you have an existing OPA DCP account, log in on the [main OPA DCP page](#).

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email *

Phone:

Organization/Service Component *

- **Step 3 – Open the e-mail titled “OPA Defense Climate Portal Action: Account Activation.”**
 - The “from” address will be “Department of Defense – OPA DCP <dodhra.mc-alex.dmdc.mbx.deocs@mail.mil.>”.
 - Click on the link provided in the e-mail.
 - Enter a new password. When setting up a password, make sure it is at least 15 characters, contains at least one special character (e.g., !#@), at least one uppercase letter, and at least one lowercase letter. Passwords cannot contain your first name, last name, or username.
 - Re-enter your new password to confirm it.
 - Click the “Activate” button.
 - Click the “Agree” button. Your OPA DCP account will now be ready for use.

The screenshot shows a web form titled "DRC INSIGHT™ Activate Account". It contains two password input fields, each with a "Show Text" checkbox. The first field is labeled "New Password *" and has a list of requirements: at least 1 uppercase letter, 1 lowercase letter, 1 special character, 1 numeric character, a minimum length of 15 characters, and no email addresses or names. The second field is labeled "Confirm New Password *" and has a requirement that it must match the new password. A grey "Activate" button is at the bottom.

Contacting the OPA DCP Help Desk

If you have questions or any problems requesting an OPA Defense Climate Portal account, please contact our help desk at:

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