



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. This document describes each OPA DCP user role, user permissions, and associated capabilities/privileges. It also provides instructions for creating new users, editing existing users, transferring a DEOCS, DOCP, or CIPP Plan registration from one user to another, and designating a proxy for a specific DEOCS, DOCP, or CIPP Plan registration. Only certain users in the OPA DCP can create new users, edit user information, and transfer survey registrations or CIPP Plan registrations.

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## DEOCS, DOCP, and CIPP Plan User Roles

This section outlines DEOCS, DOCP, and CIPP Plan user roles and their responsibilities within the OPA DCP.

### DEOCS System and DOCP System User Roles

Every DEOCS or DOCP administration has three main roles: (1) the survey administrator, (2) the commander or leader, (3) and the commander's or leader's supervisor. Along with these main roles, there are two additional individuals that have access to survey registrations. These individuals are the Equal Opportunity Advisor (EOA)/ Command Climate Specialist (CCS) and the Integrated Primary Prevention Workforce (IPPW) personnel. Expectations and/or responsibilities of each are outlined below.

#### *Survey Administrator*

Survey administrators play a critical role in the survey process. For a new DEOCS or DOCP to be launched, a survey administrator must first create and register it.<sup>1</sup> While a survey is open, the survey administrator is responsible for monitoring the survey's response rate, keeping the requesting commander/leader informed of the survey's progress, and extending the survey end date as needed.<sup>2</sup>

After a survey has closed, the survey administrator should work with their commander/leader, the Integrated Primary Prevention Workforce (IPPW) personnel, and any other Command Climate Assessment (CCA) leaders to interpret the results of the survey and identify next steps. This may include additional information gathering efforts (i.e., sensing sessions, interviews, the collection of observational data, or the review of archival records) to further contextualize the survey findings. Additionally, the survey administrator works with the commander or leader who initiated the survey request and the IPPW personnel to develop and execute a Comprehensive Integrated Primary Prevention (CIPP) Plan to improve the command climate of the unit or organization.<sup>3</sup>

<sup>1</sup> For an overview of the information required for the DOCP registration, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/> and under DOCP, Create a New DOCP Registration, click on the document titled "Registering a DOCP Training Video." For an overview of the information required for a DEOCS registration, navigate to the above website and under DEOCS, click on the document titled "Preparing to Register a DEOCS."

<sup>2</sup> For an overview of how to monitor response rates and conduct DEOCS/DOCP 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."

<sup>3</sup> For more information about steps to take after a DEOCS/DOCP has closed, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/> and view the documents under Viewing DEOCS Reports, Interpreting DEOCS Results, Briefing DEOCS Results, and Interpreting DOCP Results.

### ***Commander or Leader***

Commanders and leaders should work closely with survey administrators throughout the DEOCS or DOCP process. Before the survey begins, commanders and leaders must review the previous DEOCS and assess progress in implementing action items from the CIPP Plan. It is the commander's or leader's responsibility to review and approve or deny a survey that is newly registered by a survey administrator. Granting approval indicates that the commander or leader provides consent for the survey administration to begin, whereas the denial option affords the commander or leader the opportunity to further discuss or make additional adjustments to the survey prior to its launch.<sup>4</sup>

While a survey is open, the commander or leader should work closely with the survey administrator to ensure that the survey is being effectively promoted to all members of the unit or organization. This may require additional outreach to encourage participation, such as a survey kickoff events, daily announcements, and e-mail outreach.<sup>5</sup>

After a DEOCS or DOCP survey has closed, the commander or leader should work with the survey administrator to interpret and conduct additional information gathering efforts (i.e., focus groups, interviews) to further contextualize the survey findings. The commander or leader is also responsible for briefing their supervisor on the survey results, working with the survey administrator and Integrated Primary Prevention Workforce (IPPW) personnel to develop or update a CIPP Plan, and executing the CIPP Plan to improve the unit's or organization's command climate.<sup>6</sup>

### ***Commander's or Leader's Supervisor***

Commanders' and leaders' supervisors should provide oversight and mentorship throughout the survey process; however, specific actions are not required of them. A supervisor will receive notifications when a DEOCS or DOCP survey has been registered and when its results are ready to be accessed in the Office of People Analytics Defense Climate Portal (OPA DCP). The requesting commander or leader will brief their supervisor on the survey results once they have worked with the survey

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<sup>4</sup> For an overview of a commander's or leader's role in the DEOCS registration process, 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."

<sup>5</sup> For an overview of how commanders and leaders can conduct 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".

<sup>6</sup> For more information about steps to take after a DEOCS or DOCP has closed, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/> and view the documents under Viewing DEOCS Reports, Interpreting DEOCS Results, Briefing DEOCS Results, and Interpreting DOCP Results.

administrator to interpret the results. Commanders and leaders are expected to keep their supervisors informed throughout the CCA.

### ***Integrated Primary Prevention Workforce Personnel***

The IPPW personnel should provide oversight during the CCA process. Once survey results are received by the command, the IPPW personnel should analyze and interpret the results with the command and update action items and progress on the CIPP Plan accordingly. For the DEOCS or DOCP survey, the IPPW personnel listed on the registration will have access to the survey registration and any results reports once they receive IPPW user permissions.<sup>7</sup> For DEOCS registrations prior to the 2024 annual fielding window, the IPPW personnel will have to be added as a proxy survey administrator to gain access to the results. For more information on designating a proxy, review the “Designating a Proxy for a DEOCS or DOCP Registration” section later in this document.

### ***Equal Opportunity Advisor/Command Climate Specialist***

The EOA/CCS personnel listed on the survey registration will have a user account created for them if they do not already have one. This will allow the EOAs/CCSs to view the survey registration, monitor the survey while it is in the field, and download results. If an EOA/CCS wants access to previous survey results, they will need to be added as a proxy survey administrator for any registration they wish to view. See the “Designating a Proxy for a DEOCS or DOCP Registration” section below for steps to assign a proxy user to a registration.

### **CIPP Plan System User Roles**

There are three main roles in the CIPP Plan System. They include the IPPW personnel, the community leader, and the unit/organization commander or leader.

### ***Integrated Primary Prevention Workforce Personnel***

IPPW personnel are responsible for registering and uploading the initial and updated CIPP Plan to the CIPP Plan System. To receive the necessary permissions to upload the CIPP Plan, IPPW personnel must reach out to Service-level IPPW points of contact to request IPPW user permissions in the OPA DCP.<sup>8</sup>

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<sup>7</sup> To receive IPPW user permissions in the OPA DCP, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Comprehensive-Integrated-Primary-Prevention-Plan-System-Resource-Center/> and under CIPP Plan Registration, Frequently Asked Questions, click on the document titled “CIPP Plan System: Frequently Asked Questions” and reach out to the IPPW Service point of contact listed at the end of the document.

<sup>8</sup> For a list of IPPW Service-level points of contact, 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 FAQs” document.

***Community Leader***

The community leader listed on the CIPP Plan registration can view the CIPP Plan registration and the uploaded CIPP Plan in the OPA DCP.

***Unit/Organization Commander or Leader***

Similar to the community leader, the commanders/leaders listed on the CIPP Plan registration have access to view the registration information and the uploaded CIPP Plan in the OPA DCP.

**User Permissions**

In the OPA DCP, there are five types of user permissions that correspond to different levels of access and user capabilities. An individual can have one or multiple types of permissions in the OPA DCP. Besides the DEOCS Portal User permission, these permissions are tied to individual Services. An individual can have access to multiple Services in the OPA DCP and can have the same or different user permissions for these Services.

***DEOCS Portal User***

DEOCS Portal Users are base OPA DCP users. The DEOCS Portal User permission allows users to register a DEOCS or DOCP survey and view the associated registration and results. Individuals who self-register for an OPA DCP account will receive the DEOCS Portal User permission along with users who have an account created for them after they are listed on a DEOCS, DOCP, or CIPP Plan registration. DEOCS Portal Users have access to DEOCS and DOCP registrations their account is associated with. For example, if they acted as the survey administrator for a survey or were listed as the commander/leader for a registration, they will have access to those registrations. Most users in the OPA DCP have DEOCS Portal User permissions associated with their account including those that fulfill the user roles of survey administrator, commander/leader, and commander's/leader's supervisor.

***Service-level Member***

The Service-level Member permission is granted after a user registers for an OPA DCP account or after they have an account created for them when they are listed on a DEOCS, DOCP, or CIPP Plan registration. The Service-level Member permission associates a user's account with a given Service component. Most users in the OPA DCP are Service-level Members including those that fulfill the user roles of survey administrator, commander/leader, and commander's/leader's supervisor.

***Service User***

Service Users act as Service-wide OPA DCP users and can view results for any previous or ongoing surveys within their Service component in the OPA DCP. Service Users may not create new users or assign new roles to existing users within the OPA

DCP. Service Users do not have access to CIPP Plans for their Service. A Service User might be a survey administrator, a commander or leader, a commander's or leader's supervisor, or a higher-level leader within the Service.

### ***Service Administrator***

Service Administrators act as Service-wide OPA DCP users and can view results for any previous or ongoing surveys and edit registrations within their Service component. A Service Administrator can also create new OPA DCP users within their Service component, as well as assign new roles and permissions to existing users within their Service component. Service Administrators can view the "Creating New Users," "Editing Existing Users," and "Transferring a DEOCS or DOCP Registration" sections later in this document to learn more about their user permission capabilities. Service Administrators also have access to CIPP Plan registrations within their Service component. A Service Administrator might be a survey administrator, a commander or leader, a commander's or leader's supervisor, or a higher-level leader within the Service.

### ***IPPW User***

IPPW users have the capability to register and upload CIPP Plans in the OPA DCP. IPPW users are similar to Service Users and can view DEOCS and DOCP registrations for their associated Service. IPPW Users cannot create new users or edit existing users.

## About User Management

This section provides an overview of the User Management page and some of its uses. The OPA DCP User Management page allows **Service Administrators** to make updates to user accounts and allows for activation and inactivation of users.

**Note:** Not all OPA DCP users will have access to the User Management page. This function is typically reserved for users acting as Service Administrators. If you do not have access to the User Management page and want to find out more, contact your Service's Military Equal Opportunity (MEO) representative.

Below are some of the more common uses of the User Management Page:

- **A new member of a unit or organization needs an OPA DCP account.** A user account can be set up for this member to streamline access.
- **A user no longer has access to the e-mail associated with the OPA DCP account.** The user's account can be edited, and a new e-mail address can be assigned to the account.
- **Integrated Primary Prevention Workforce (IPPW) personnel need access to the CIPP Plan System.** IPPW personnel can be assigned IPPW user access to register and upload the initial and updated CIPP Plan.
- **A user is overseeing many different survey administrations or CIPP Plan registrations within their organization.** This user can be assigned access to view multiple administrations with a new access group (i.e., Service Administrator or Service-level Member).
- **A user has moved from one organization to another.** This user can be removed from their old organization and added to the new organization.
- **A user is no longer a member of the unit or organization.** This user's account can be inactivated.



## Accessing User Management

This section provides users with step-by-step instructions for accessing the User Management page within the OPA DCP.

- **Step 1 – Log in to the OPA Portal ([www.drcdirect.com/all/eca-portal-v2-ui/#/login/deocs](http://www.drcdirect.com/all/eca-portal-v2-ui/#/login/deocs)).**
  - For best results, use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari.

The screenshot shows the login interface of the OPA Defense Climate Portal. On the left, there is a 'Sign In' form with fields for 'Username\*' and 'Password\*', a 'Show Text' checkbox, and a 'Sign in' button. Below the button is a link for 'Forgot your password?'. On the right, a dark blue sidebar contains the text: '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).', and '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.' The footer includes '© DRC Insight 2024' and links for 'Contact Us', 'Terms of Use', 'Privacy Policy', and 'Browser Requirements'.

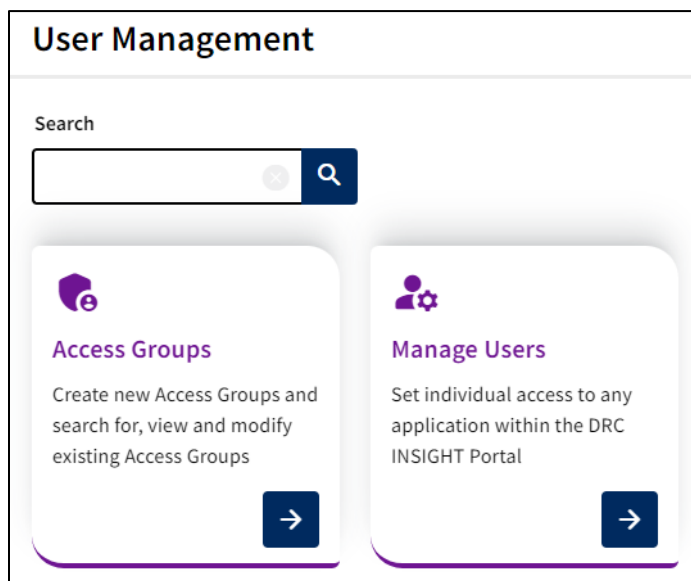
- **Step 2 – Select any available system.**

The screenshot shows the home page of the OPA Defense Climate Portal (DCP). The header includes the 'U.S. DEPT. OF DEFENSE' logo, 'OPA DCP', and a 'WC' icon. The main heading is 'Welcome to the OPA Defense Climate Portal (DCP)'. Below this, there are three white cards with purple borders and icons, each representing a system: 'DEOCS System' (Access the Defense Organizational Climate Survey (DEOCS) System), 'DOCP System' (Access the Defense Organizational Climate Pulse (DOCP) Survey System), and 'CIPP Plan System' (Access the Comprehensive Integrated Primary Prevention (CIPP) Plan System). Each card has a blue arrow button at the bottom right. The footer is identical to the previous screenshot, showing '© DRC Insight 2024' and various links.

- **Step 3 – Navigate to the “My Applications” menu at the top of the system welcome page and then select “User Management” under “Manage Users.”**



- **Step 4 – Click on the “Manage Users” tile.**



- **Step 5 – Search for users by name or e-mail in the “Search” field and by using the provided filters.**
  - Search results will be displayed in the center of the screen.
  - Results can be filtered by account status by using the filters at left.
  - New users can be created by using the “Create User” button in the upper right corner of the screen.

User Management → Manage Users

## Manage Users

[Export Users](#) [Create User](#)

6 Results

**Search** [Clear](#)

Search

[×](#)

Account Status

▼

Product Status

▼

Organization Search

▼

Access Group

▼

Full Name	Email Address	Account Status	Product Status
Cosner, Willie	william.p.cosner@mail.mil	New	Active
Cosner, William	william.p.cosner.ctr@mail.mil	Active	Active
Cosner, W	wcosner@forsmarshgroup.gov	Active	Active
Cosner, Will	Test@mail.mil	New	Active
Cosner, William	william.cos@mail.mil	Active	Active
Cosner, Willie Parker	Test@mail.mil	Password Pending	Active

[<](#)
[>](#)
 ▼ of 1 page(s)

Items per page:  ▼ Total 6 items

## Creating New Users

This section provides step-by-step instructions to create new users within the User Management page.

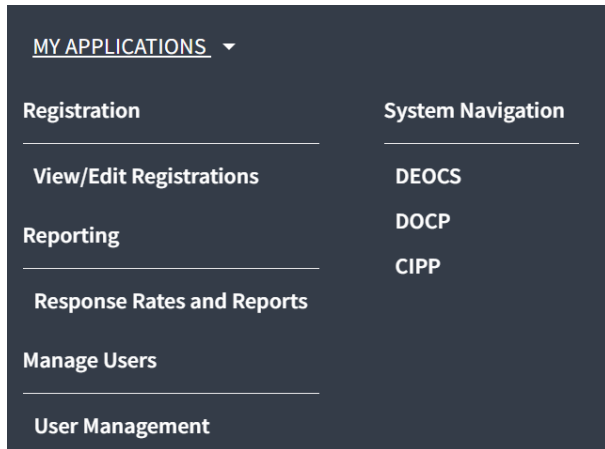
- **Step 1 – Log in to the OPA DCP ([www.drcedirect.com/all/eca-portal-v2-ui/#/login/deocs](http://www.drcedirect.com/all/eca-portal-v2-ui/#/login/deocs)).**
  - For best results, use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari.

The screenshot shows the login interface of the OPA Defense Climate Portal. On the left, there is a 'Sign In' form with fields for 'Username\*' and 'Password\*', a 'Show Text' checkbox, and a 'Sign in' button. Below the button is a link for 'Forgot your password?'. On the right, a dark blue sidebar contains a 'Welcome to the OPA Defense Climate Portal' message, contact information for the help desk (OPA\_DCP@datarecognitioncorp.com or 1-833-867-5674), and a note about login requirements. The footer includes the copyright '© DRC Insight 2024' and links for 'Contact Us', 'Terms of Use', 'Privacy Policy', and 'Browser Requirements'.

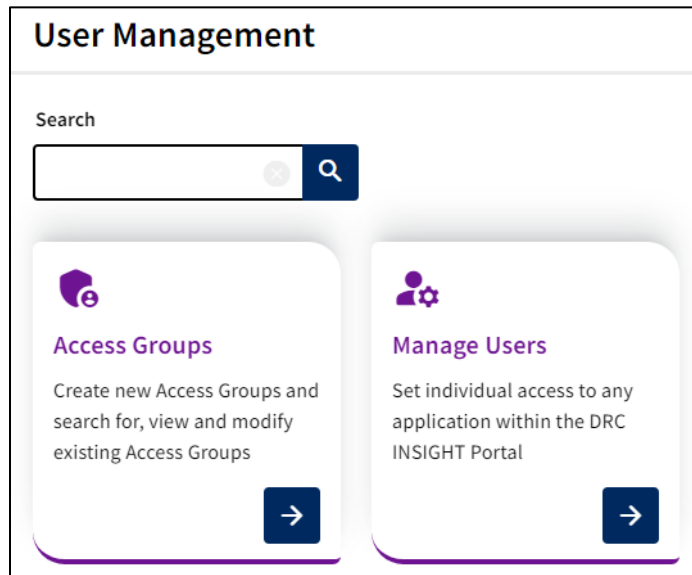
- **Step 2 – Select any available system.**

The screenshot displays the home page of the OPA Defense Climate Portal (DCP). The header features the 'US DEPT OF DEFENSE' logo, the text 'OPA DCP', and a 'WC' accessibility icon. The main heading is 'Welcome to the OPA Defense Climate Portal (DCP)'. Below this, three white cards with purple borders offer access to different systems: 'DEOCS System' (Defense Organizational Climate Survey), 'DOCP System' (Defense Organizational Climate Pulse Survey), and 'CIPP Plan System' (Comprehensive Integrated Primary Prevention Plan). Each card includes a brief description and a right-pointing arrow button. The footer is identical to the login page, showing '© DRC Insight 2024' and various policy links.

- **Step 3 – Navigate to the “My Applications” menu at the top of the system welcome page and then select “User Management” under “Manage Users.”**



- **Step 4 – Click on the “Manage Users” tile.**



- **Step 5 – Click the “Create User” button at the top right of the screen.**



- **Step 6 – Enter the new user’s account information.** The “New User” page will ask for the following information:
  - **First Name.** This field is required.
  - **Middle Name.**
  - **Last Name.** This field is required.
  - **E-mail.** This field is required. A .mil, .gov, or .edu e-mail address must be used.
  - **Phone.**

The screenshot shows a web form titled "New User". In the top right corner, there is a button labeled "Cancel User Creation". Below the title, a tab labeled "Account Information" is selected. The form contains the following fields:

- Three input fields for "First Name\*", "Middle Name", and "Last Name\*", each with a red asterisk indicating it is required.
- A single input field for "Email\*", also with a red asterisk.
- A single input field for "Phone:".

At the bottom of the form is a light gray button labeled "Continue".

- **Step 7 – Click “Continue.”**
- **Step 8 – Select an Organization.**
  - Use the search box to locate and select the appropriate organization.
  - Organizations include DoD, Joint Service, National Guard, active duty and Reserve options for all Services, and the Military Service Academies (MSA) and MSA Preparatory Schools.

The screenshot shows a web form titled "New User - Assign Access Groups". In the top right corner, there are two buttons: "Back" and "Cancel User Creation". Below the title, the following information is displayed:

- Email: Testaccount1@mail.mil
- Name: Test Account

A horizontal line separates this information from the main content area. Below the line, there is a label "Select an Organization" above a search input field. The search field has a magnifying glass icon on the right side.

- **Step 9 – Assign Access Groups.**

- Select the appropriate access group(s) for the organization and click “Assign.” This selection will assign the new user a level of access to the OPA DCP.
  - Review the “User Permissions” section earlier in this document for more information on the capabilities of the different user access groups.
- The access groups available for assignment in this step are dependent upon the user that is creating the new account. Users may not assign a higher access group than they possess.
- Available user access groups include Service Level Administrator, Service Level Member, and Service Level User. Refer to the DEOCS and DOCP User Roles section of this document for more information on user roles and access groups.

### New User - Assign Access Groups

Email: Testaccount1@mail.mil  
Name: Test Account

BackCancel User Creation

Available DoD Access Groups

☐ IPPW User  
☐ Service Level Admin  
☐ Service Level Member  
☐ Service Level User

Assign and Add AnotherAssign

- **Step 10 – Add the DEOCS Portal User permission, if needed.**

- To assign the DEOCS Portal User permission, search “DEOCS” in the search box and click “Select” and then check “DEOCS Portal User” and click “Assign.”
  - This permission allows a user to act as a survey administrator in the system. For more information on the DEOCS Portal User permission, review the “User Permissions” section earlier in this document.

Select an Organization

DEOCS ✕ 🔍 39 results

Organization Name	Code	Parent Organization	Parent Code
DEOCS	DEOCS-parent		

Select

- **Step 11 – Confirm that the information entered is accurate.**

- The new user’s account will be displayed. The “Organizations/Access Groups” tab displays the organizations and access groups assigned to the user, while the “Account Information” tab displays their name, e-mail, and phone number.
- If the information displayed is accurate, no further action is needed. The new user will receive an e-mail notification to create their password and activate their account.
- If the information displayed is not accurate, navigate to the appropriate tab and make necessary changes using the previously outlined steps.

[User Management](#) → [Manage Users](#) → test test

**test t test**

DEOCS Status: Active

Global Status: New

Email: Test77@mail.mil

DEOCS: Inactivate Product Close

Organizations/Access Groups Account Information

Add Organization and Access Groups

DEOCS

☐ DEOCS Portal User

DoD (DEOCS-DoD) - DEOCS (DEOCS-parent)

☐ Service Level Member

Remove and Save



## Editing Existing Users

This section provides step-by-step instructions to make edits to existing user accounts within the User Management page. While a user can update their own profile information (first name, middle name, last name, e-mail), Service Administrators are the only users that can edit other users' accounts.

- **Step 1 – Log in to the OPA DCP ([www.drcedirect.com/all/eca-portal-v2-ui/#/login/deocs](http://www.drcedirect.com/all/eca-portal-v2-ui/#/login/deocs)).**
  - Please use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari.

**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.

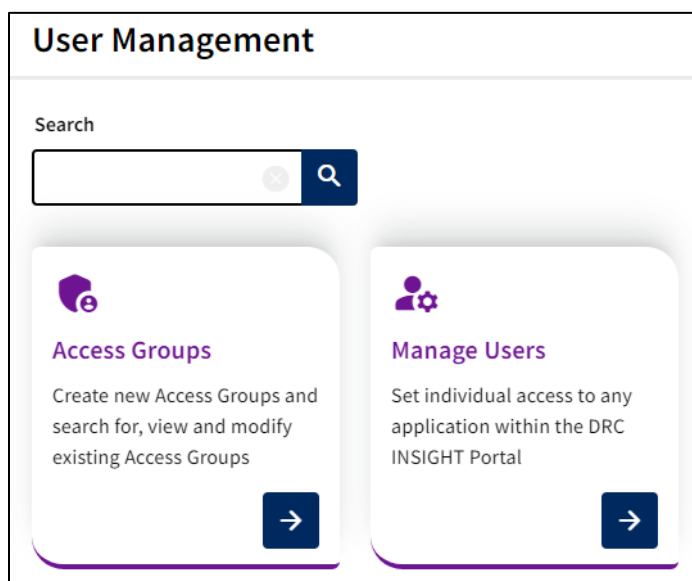
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- **Step 2 – Navigate to the “My Applications” menu at the top of the page and then select “User Management” under “Manage Users.”**

**MY APPLICATIONS** ▾

<b>Registration</b>	<b>System Navigation</b>
<a href="#">View/Edit Registrations</a>	<a href="#">DEOCS</a>
<a href="#">Reporting</a>	<a href="#">DOCP</a>
<a href="#">Response Rates and Reports</a>	<a href="#">CIPP</a>
<a href="#">Manage Users</a>	
<a href="#">User Management</a>	

- **Step 3 – Click on the “Manage Users” tile.**



- **Step 4 – Using the “Search” field, search for a user’s name or e-mail to locate the appropriate user to edit.**
  - Click anywhere on the user’s information to be taken to the user’s account.
  - To make edits to the user’s organization or access groups, continue to Step 5.
  - To make edits to the user’s account information, skip to Step 11.
  - To inactivate or activate the user’s account, skip to Step 13.

User Management → Manage Users

**Manage Users** Export Users Create User

6 Results

Search	Full Name	Email Address	Account Status	Product Status
Cosner	Cosner, Willie	william.p.cosner@mail.mil	New	Active
	Cosner, William	william.p.cosner.ctr@mail.mil	Active	Active
	Cosner, W	wcosner@forsmarshgroup.gov	Active	Active
	Cosner, Will	Test@mail.mil	New	Active
	Cosner, William	william.cos@mail.mil	Active	Active
	Cosner, Willie Parker	Test@mail.mil	Password Pending	Active

Search:  Clear  
 Account Status: Select Account Status  
 Product Status: Select Product Status  
 Organization Search: Select Organization(s)  
 Access Group: Select Access Group

< > 1 of 1 page(s) | Items per page: 25 Total 6 items

- **Step 5 – Remove access groups.** Click the check box next to the access group to be removed and then click “Remove and Save.” This will revoke the user’s membership to the specified access group.

**Test Account**  
DEOCS Status: Active  
Global Status: New  
Email: testaccount@mail.mil

DEOCS: Inactivate Product
Close

Organizations/Access Groups
Account Information

Add Organization and Access Groups

(no access groups)

Joint Service (DEOCS-Joint Service) - DEOCS (DEOCS-parent)

☒ Service Level User

Remove and Save

- **Step 6 – Click the “Add Organizations and Access Groups” button.**
- **Step 7 – Select an organization.**
  - Use the search bar to locate and select the appropriate organization.
  - Organizations include DoD, Joint Service, National Guard, active duty and Reserve options for all Services, and the Military Service Academies (MSA) and MSA Preparatory Schools.

**Assign Access Groups**
Cancel Assignment

Email: Test.mil@mail.mil  
Name: Test Test

Select an Organization

- **Step 8 – Assign Access Groups.**

- Select the appropriate access group(s) and click “Assign.” This selection will decide the level of access to the OPA DCP that the user will have.
- Available user access groups include IPPW User, Service Level Administrator, Service Level Member, and Service Level User.
  - Review the “User Permissions” section earlier in this document for more information on the capabilities of the different user access groups.

### Assign Access Groups

Email: Test.mil@mail.mil  
Name: Test Test

Back Cancel Assignment

Available DoD Access Groups

- ☐ IPPW User
- ☐ Service Level Admin
- ☐ Service Level Member
- ☐ Service Level User

Assign and Add Another Assign

- **Step 9 – Add the DEOCS Portal User permission, if needed.**

- To assign the “DEOCS Portal User” permission, search “DEOCS” in the search box and click select and then check “DEOCS Portal User” and click “Assign.”
  - This permission allows a user to act as a survey administrator in the system. For more information on the DEOCS Portal User permission, review the “User Permissions” section earlier in this document.

Select an Organization

×
Q

39 results

Organization Name	Code	Parent Organization	Parent Code
DEOCS	DEOCS-parent		

Select

- **Step 10 – Confirm that the information entered is accurate.**
  - The new user’s account will be displayed. The “Organizations/Access Groups” tab displays the organizations and access groups assigned to the user, while the “Account Information” tab displays their name, e-mail, and phone number.
  - If the information displayed is accurate, no further action is needed. The new user will receive an e-mail notification to create their password and activate their account.
  - If the information displayed is not accurate, navigate to the appropriate tab and make necessary changes using the instructions outlined in steps 4–7.
- **Step 11 – Navigate to the “Account Information” tab.** Click the “Account Information” tab to view the user’s account information.

**Test Test**

DEOCS Status: **Active**

Global Status: **New**

Email: Test.mil@mail.mil

DEOCS: Inactivate Product **Close**

Organizations/Access Groups **Account Information**

- **Step 12 – Edit the user’s account information.** Edits can be made to the user’s name, e-mail address, and phone number. Once finished, click “Save Changes.” The user’s account information is now updated.

[User Management](#) → [Manage Users](#) → Test Account

**Test Account**

DEOCS Status: **Active**

Global Status: **New**

Email: Testaccount1@mail.mil

DEOCS: Inactivate Product **Close**

Organizations/Access Groups **Account Information**

First Name\* Middle Name Last Name\*

Test

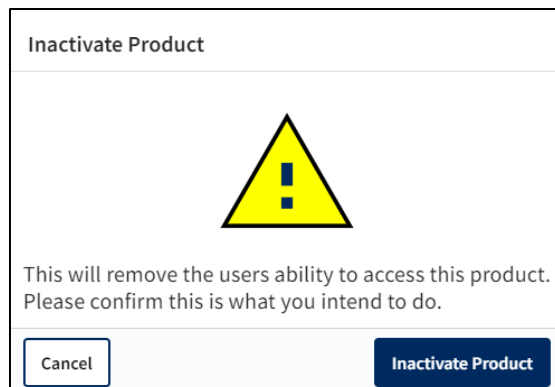
Email\*

Testaccount2@mail.mil

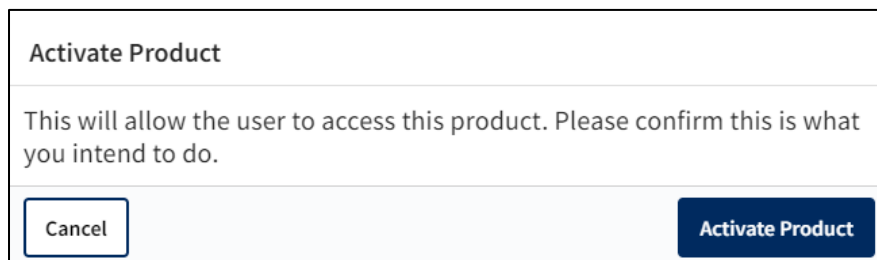
Phone:

**Cancel** **Save Changes**

- **Step 13 – Inactivate a user.** Click the “DEOCS: Inactivate Product” button at the top right of the user’s account. When prompted by a pop-up window, select “Inactivate Product.” Note that a user cannot interact with the OPA DCP once their account is inactivated.



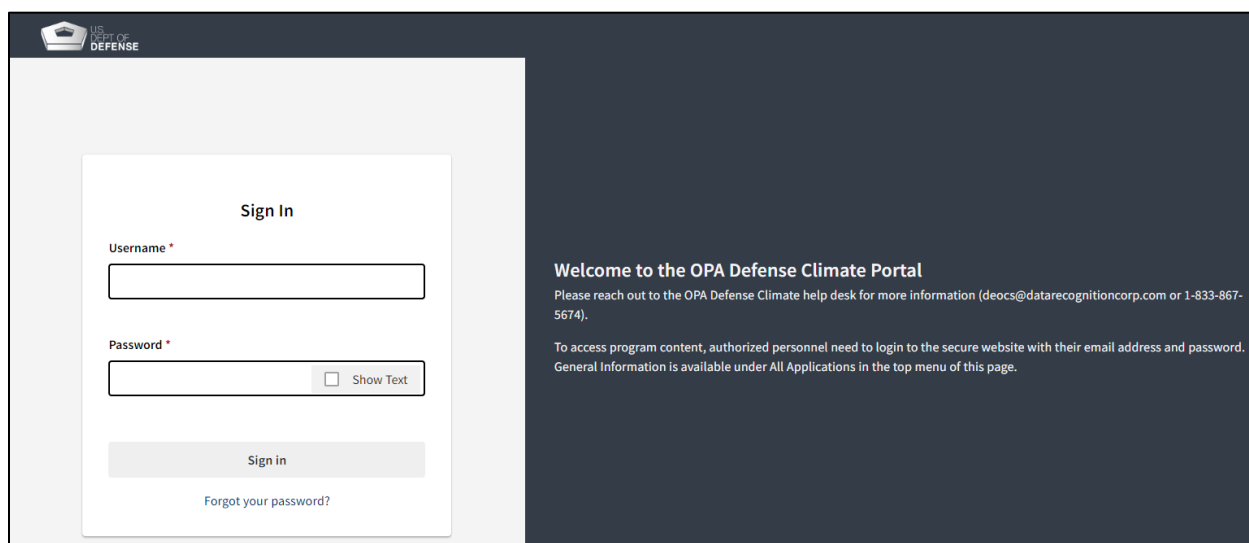
- **Step 14 – Activate a user.** Click the “DEOCS: Activate Product” button at the top right of an inactive user’s account. When prompted by a pop-up window, select “Activate Product.” The user will receive an e-mail notification to reset their password and activate their account.



## Designating a Proxy for a DEOCS or DOCP Registration

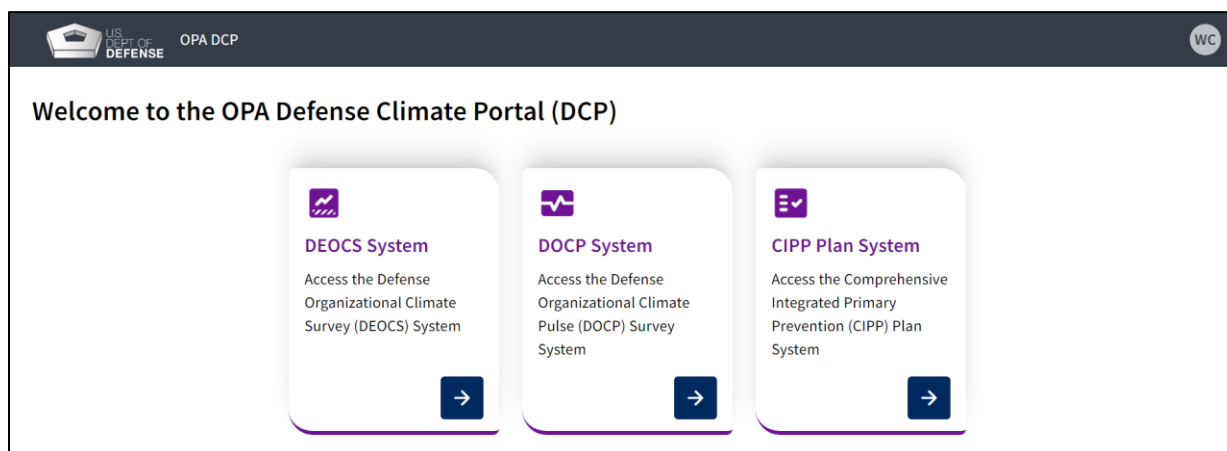
Incoming commanders or leaders must have the ability to review the previous commander's or leader's surveys and assess the progress of the CIPP Plan. Some units and organizations conduct DEOCS and DOCP administrations as a team, with multiple survey administrators, EOAs/CCSs, or commanders/leaders involved in a single survey. In these cases, it is beneficial for these users to be able to manage or otherwise access a survey registration and subsequent results. This section will provide step-by-step instructions for survey administrators, and commanders/leaders to designate proxies for their registrations, allowing up to three proxies (four users, total) per role to access a given registration.

- **Step 1 – Log in to the OPA Defense Climate Portal**  
([www.drcedirect.com/all/eca-portal-v2-ui/#/login/DEOCS](http://www.drcedirect.com/all/eca-portal-v2-ui/#/login/DEOCS)). For the best results, use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari.

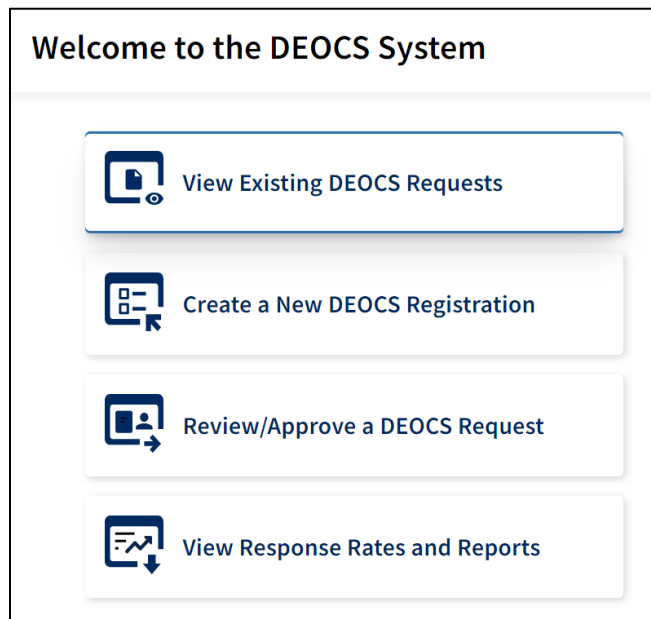


The screenshot shows the login interface of the OPA Defense Climate Portal. On the left, there is a 'Sign In' form with fields for 'Username \*' and 'Password \*'. The password field includes a 'Show Text' checkbox. Below the fields are 'Sign in' and 'Forgot your password?' links. On the right, a dark sidebar contains a welcome message: 'Welcome to the OPA Defense Climate Portal'. It provides contact information for the help desk (deocs@datarecognitioncorp.com or 1-833-867-5674) and states that authorized personnel need to login to access program content, with general information available under 'All Applications' in the top menu.

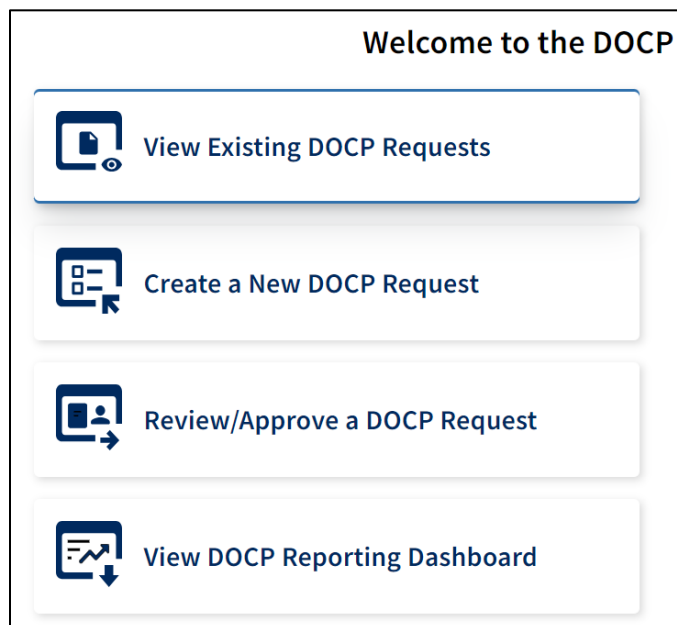
- **Step 2 – Navigate to the appropriate System page.**



- **Step 3a – For DEOCS, select “View Existing DEOCS Requests.”**



- **Step 3b – For DOCP, select “View Existing DOCP Requests.”**





- **Step 4 – A list of available surveys will be shown in the middle of the screen. Click on the DEOCS or DOCP ID to navigate to the registration that requires a proxy.**
  - Clicking on the survey ID will lead to a new page with more information about the survey.

DEOCS ID	Registration Name	Administrator	Commander	Survey Window	Participants	Survey Status
15355bbe	Custom Questions Test 15355bbe	William Cosner william.p.cosner.ctr@mail.mil	McHoes, Alyssa	10/30/2023 to 12/11/2023	23	Completed
8bcc7b90	Cosner 10.18.2023	William Cosner william.p.cosner.ctr@mail.mil	b, Mr	10/25/2023 to 11/22/2023	20	Cancelled
c3a611a9	Abbreviated survey (link off) UAT c3a611a9	Alyssa McHoes alyssa.n.mchoes.ctr@mail.mil	Harcey, Sela	08/09/2023 to 08/16/2023	20	Completed
881150c0	Annual Fielding Test 07.31.2023 881150c0	William Cosner william.p.cosner.ctr@mail.mil	McHoes, Alyssa	08/01/2023 to 11/30/2023	22	Completed

- **Step 5 – Navigate to the “Leadership Information” section and click on the “Manage User Access” tab.**

Leadership Information **Manage User Access**

Survey Administrator's Information

Commander/Leader's Information

Commander/Leader's Supervisor's Information

Back Continue

- **Step 6 – Click on the corresponding tab to add proxies for either the survey administrator or commander/leader roles.**
  - Up to three proxies may be designated for each role.
  - Users may only designate proxies for their role. For example, a survey administrator may only designate survey administrator proxies, not commander/leader proxies.
  - If a user is adding an EOA/CCS as a proxy to registrations prior to December 2022, add them as a survey administrator.
  - Proxies for commander's/leader's supervisors may not be designated.

- **Step 7 – Click “Add Proxy” under the appropriate tab.**

Survey Administrator's Information

First Name

William

Last Name

Cosner

E-mail

william.p.cosner.ctr@mail.mil

Survey Administrator Proxies

Designate up to three proxies in the event the above is absent

No proxies have been added.

Add Proxy

Commander/Leader's Information

Commander/Leader's Supervisor's Information

- **Step 8 – Using the “User Selection” pop-up window, type in the full e-mail address associated with the proxy’s OPA DCP account. Click “Select” on the user’s account.**
  - If the user has an account, their account will appear in the search results.
  - If the user does not have an account, they will need to create one before they can be designated as a proxy.<sup>9</sup>

User Selection

Full e-mail address

dwayne.d.beebe.ctr@n

✕

🔍

Name	E-mail	Select
Dwayne Beebe	dwayne.d.beebe.ctr@mail.mil	Select

<sup>9</sup> For instructions for creating an OPA Defense Climate Portal account, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/> and under DEOCS, click on the document titled “How to Request an OPA DCP Account.”

- **Step 9 – Review the “Responsibility Management” tab to ensure that the new proxy is displayed in the appropriate user role.**

<p><b>Survey Administrator's Information</b></p> <p>First Name William</p> <p>Last Name Cosner</p> <p>E-mail william.p.cosner.ctr@mail.mil</p> <p><b>Survey Administrator Proxies</b></p> <p>Designate up to three proxies in the event the above is absent</p> <ul style="list-style-type: none"> <li>• Dwayne Beebe - dwayne.d.beebe.ctr@mail.mil</li> </ul> <p><a href="#">Add Proxy</a></p>
<p><b>Commander/Leader's Information</b></p>
<p><b>Commander/Leader's Supervisor's Information</b></p>

- **Step 10 – At the top of the page, click the “Done” button.**
  - The new proxy user will now receive all new system e-mails associated with this survey.
  - Note that both the original survey administrator, commander/leader, and the proxy survey administrator or commander/leader will have the same access to the survey.

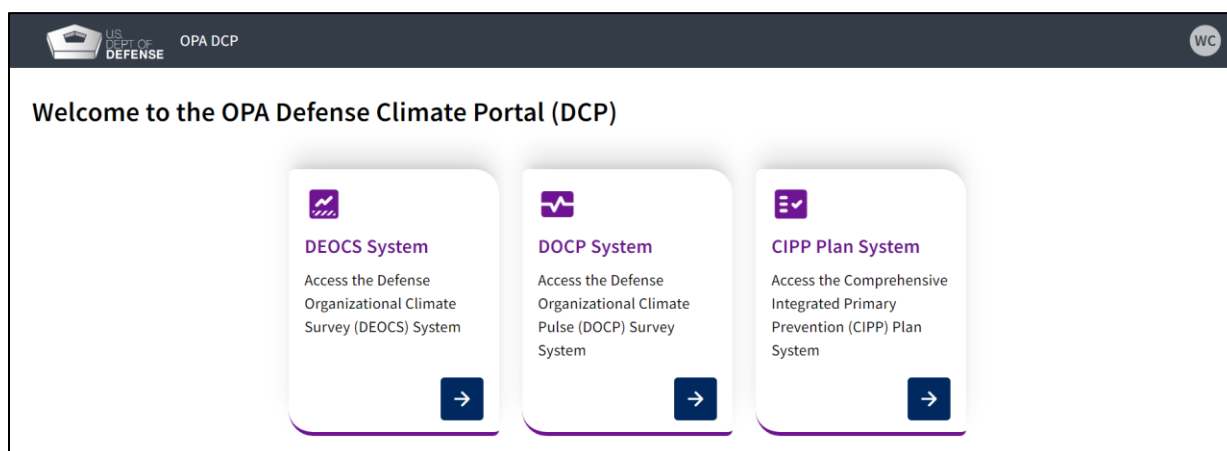
<p><a href="#">Home</a> → Survey Registration</p> <p><b>DEOCS2024_Line_Supp4USA_b478432b</b></p> <p>Survey Administrator: William Cosner Survey Commander: Help Line</p> <p><a href="#">Done</a> <a href="#">Preview Survey</a></p>		
<p>① Previous Registrations</p>	<p><a href="#">Leadership Information</a> <a href="#">Manage User Access</a></p>	
<p>② Unit/Organization Details</p>	<p><b>Leadership Information</b></p>	

## Transferring a DEOCS or DOCP Registration

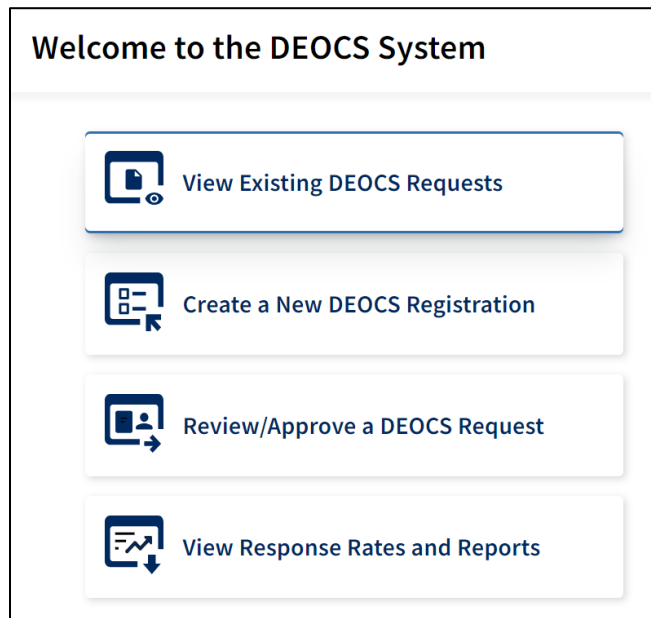
When survey administrators, commanders or leaders, or their supervisors transfer posts or duty locations, they may wish to reference past survey results to gain a better understanding of any challenges facing their new unit or organization. The OPA DCP allows Service Administrators to transfer a survey registration from one user to another. This functionality grants access to the prior DEOCS or DOCP surveys to the incoming personnel and revokes access from the outgoing personnel. This section provides a step-by-step overview of the process involved for Service Administrators to transfer a survey registration.

- **Step 1 – Log in to the OPA Defense Climate Portal**  
([www.drcedirect.com/all/eca-portal-v2-ui/#/login/DEOCS](http://www.drcedirect.com/all/eca-portal-v2-ui/#/login/DEOCS)).
  - For the best results, use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari. Safari.

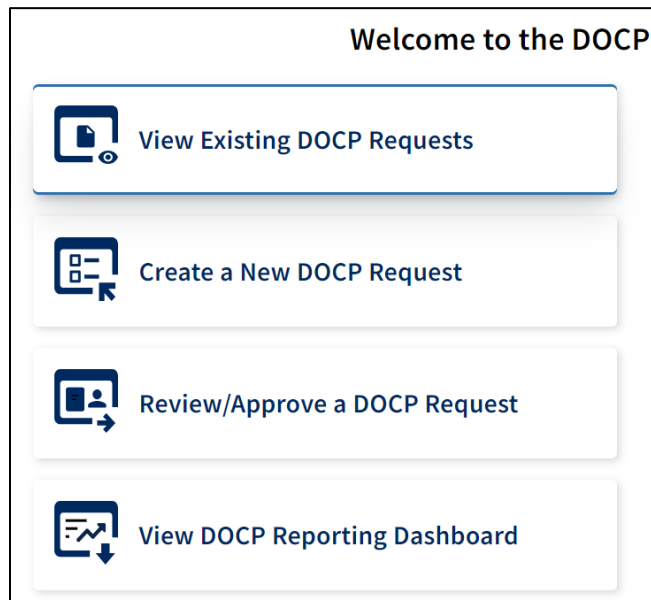
- **Step 2 – Navigate to the appropriate System page.**



- **Step 3a – For DEOCS, select “View Existing DEOCS Requests.”**



- **Step 3b – For DOCP, select “View Existing DOCP Requests.”**



- **Step 4 – A list of available surveys will be shown in the middle of the screen. Click on the DEOCS or DOCP ID to navigate to the registration that needs to be transferred.**
  - Clicking on the survey ID will lead to a new page with more information about the survey.

User: None Selected [Select User](#)

**Survey Registration**

Search [Q](#) Showing 21 results: William Cosner [Create a New DEOCS](#)

<a href="#">Clear All Filters</a>	DEOCS ID ↕	Registration Name ↕	Administrator ↕	Commander ↕	Survey Window ↕	Participants ↓	Survey Status ↕
Service Component <a href="#">Select</a>	<a href="#">15355bbe</a>	Custom Questions Test 15355bbe	William Cosner william.p.cosner.ctr@m	McHoes, Alyssa	10/30/2023 to 12/11/2023	23	Completed
	<a href="#">881150c0</a>	Annual Fielding Test 07.31.2023 881150c0	William Cosner william.p.cosner.ctr@m	McHoes, Alyssa	08/01/2023 to 11/30/2023	22	Completed
Survey Status <a href="#">Select</a>	<a href="#">87eeb4d3</a>	DEOCS UX Testing Multi-Unit 87eeb4d3	William Cosner wcosner2@washcoll.edu	Peebles, Hunter	02/16/2022 to 02/22/2022	20	Completed
	<a href="#">5a6e9087</a>	DEOCS2024_McHoes_1244290_5a6e9087	William Cosner william.p.cosner.ctr@m	McHoes, Alyssa	08/01/2024 to 08/29/2024	20	Draft

- **Step 5 – Navigate to the “Leadership Information” section and click on the “Manage User Access” tab.**

① Previous Registrations

② Unit/Organization Details

③ **Leadership Information**

④ Participant Information

⑤ Survey Builder

Leadership Information [Manage User Access](#)

Survey Administrator's Information

Commander/Leader's Information

Commander/Leader's Supervisor's Information

[Back](#) [Continue](#)

- **Step 6 – Click on the corresponding tab to select the type of user (survey administrator, commander/leader, or supervisor) associated with the selected survey to be changed.**

Survey Administrator's Information

First Name

William

Last Name

Cosner

E-mail

william.p.cosner.ctr@mail.mil

Change Administrator

Survey Administrator Proxies

- Dwayne Beebe - dwayne.d.beebe.ctr@mail.mil

Commander/Leader's Information

Commander/Leader's Supervisor's Information

- **Step 7 – Click “Change Administrator,” “Change Commander/Leader” or “Change Commander/Leader Supervisor,” as appropriate.**
- **Step 8 – Locate the new survey administrator, commander/leader, or commander’s/leader’s supervisor using the “User Selection” pop-up window. Click “Select” on the new personnel.**
  - The “User Selection” screen allows for search by name or e-mail address.
  - The new user must already have an account in the OPA DCP.<sup>10</sup>

User Selection

test

×

Q

Name	E-mail	Select
test test	test@test1.mil	Select
Test Test	Test.mil@mail.mil	Select
Test Test	test1.mil@mail.mil	Select

<sup>10</sup> For instructions for creating an OPA Defense Climate Portal account, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/> and under DEOCS, click on the document titled “How to Request an OPA DCP Account.”

- **Step 9 – Review the “Responsibility Management” tab to ensure that the newly assigned individual is displayed in the appropriate user role.**

Survey Administrator's Information
First Name Joe
Last Name Smith
E-mail jsmith@mail.mil
<a href="#">Change Administrator</a>
Survey Administrator Proxies
<ul style="list-style-type: none"> <li>Dwayne Beebe - dwayne.d.beebe.ctr@mail.mil</li> </ul>
<a href="#">Commander/Leader's Information</a>
<a href="#">Commander/Leader's Supervisor's Information</a>

- **Step 10 – At the top of the page, click the “Done” button.**
  - The new user will immediately have the appropriate level of access to the transferred survey.
  - Note that the original user will immediately lose their access to the survey.
  - Surveys must be transferred individually—that is, on a survey-by-survey basis.

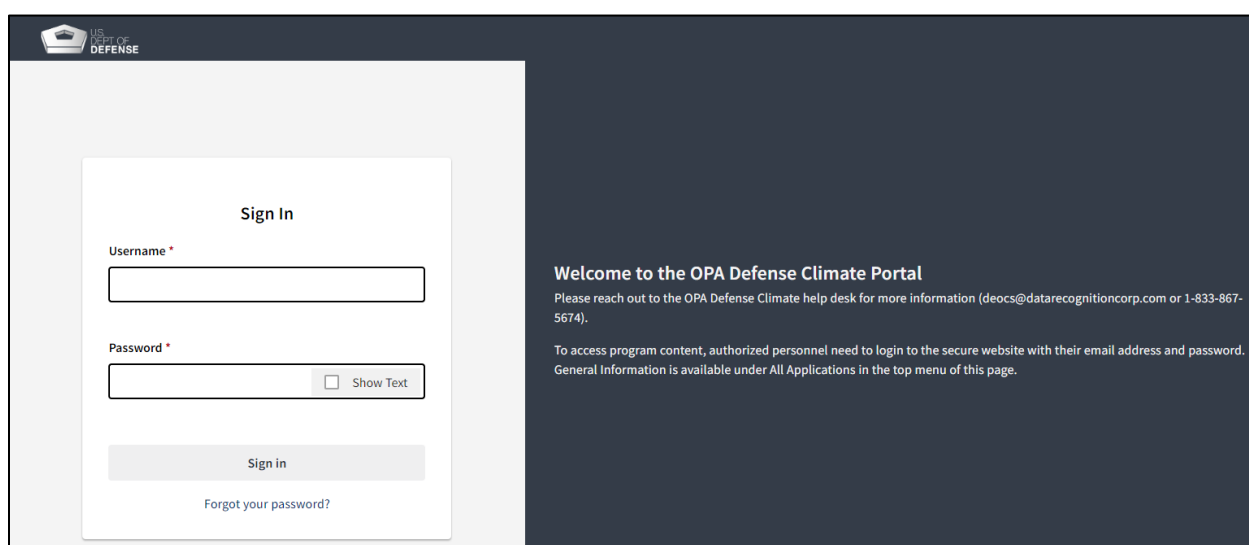
Home → Survey Registration	
DEOCS2024_Line_Supp4USA_b478432b	
Survey Administrator: William Cosner	
Survey Commander: Help Line	
<div>Done</div> <div>Preview Survey</div>	
<div>① Previous Registrations</div> <div>② Unit/Organization Details</div>	<div>Leadership Information</div> <div>Manage User Access</div> <div>Leadership Information</div>



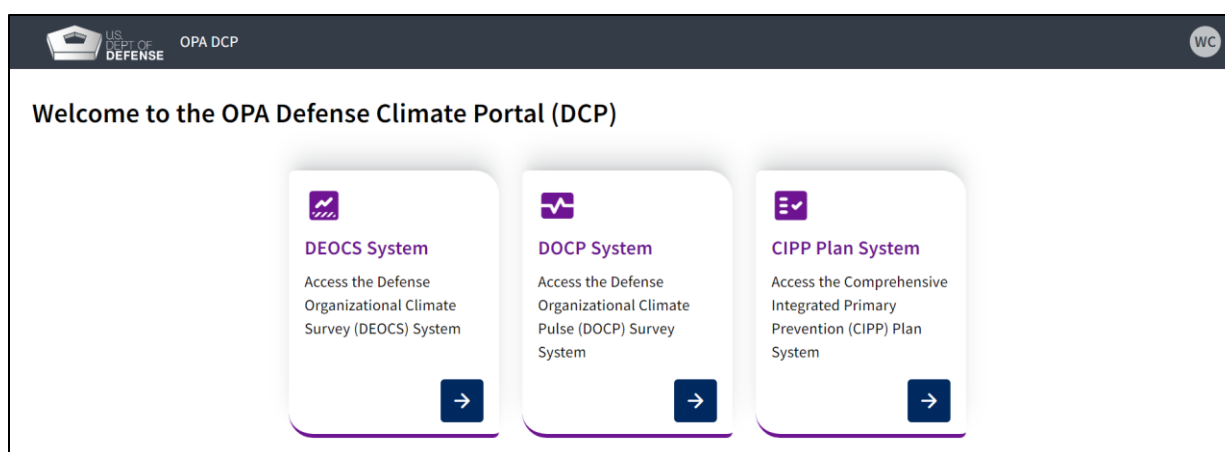
## Designating a Proxy for a CIPP Plan Registration

Incoming IPPW personnel, commanders or leaders, or community leaders must have the ability to review the previous CIPP Plan registration. This section will provide step-by-step instructions for IPPW personnel, commanders or leaders, or community leaders to designate proxies for CIPP Plan registrations, allowing up to three proxies (four users, total) per role to access a given registration. Users may only designate proxies for their own role (i.e., an IPPW user may only designate proxy IPPW users).

- **Step 1 – Log in to the OPA Defense Climate Portal**  
([www.drctdirect.com/all/eca-portal-v2-ui/#/login/DEOCS](http://www.drctdirect.com/all/eca-portal-v2-ui/#/login/DEOCS)). For the best results, use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari.



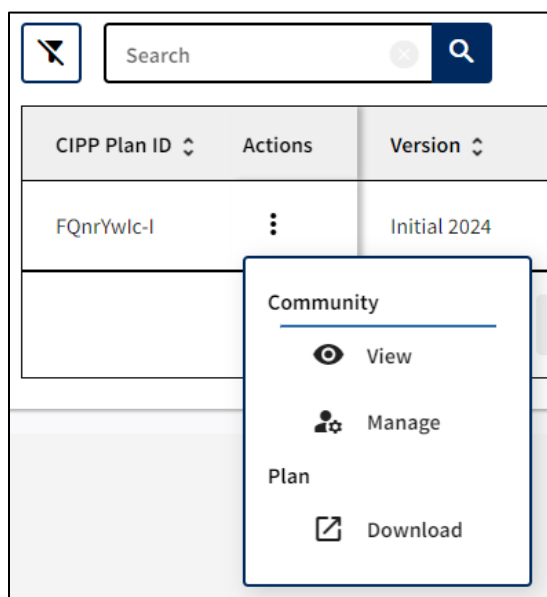
- **Step 2 – Navigate to the CIPP Plan System page.**



- **Step 3 – Click on the “My Communities and CIPP Plans” tab.**



- **Step 4 – Under “Action” click on “Manage.”**



- **Step 5 – Click on the corresponding tab to add proxies for the IPPW, Community Leader, or Unit/Organization Commander/Leader.**
  - An individual can only add proxies for their user role (i.e., IPPW personnel can only add IPPW proxies to the registration).
- **Step 6 – Click “Add Proxy” under the appropriate tab.**

IPPW Information: Line, Help ^

First Name

Help

Last Name

Line

E-mail

dodhra.mc-alex.dpac.mbx.opa-cca-support@mail.mil

IPPW Proxies

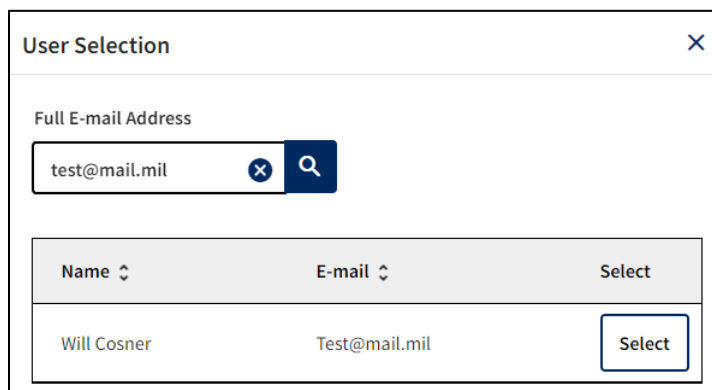
Designate up to three proxies in the event the above is absent.

Add Proxy

Community Leader Information: Cosner, William v

Unit/Organization Commander/Leader's Information: Cosner, Will v

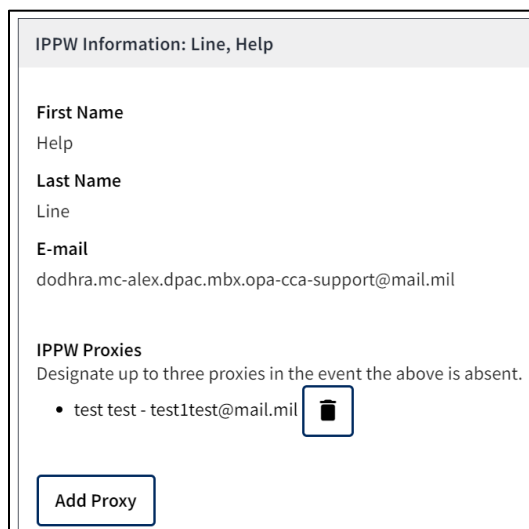
- **Step 7 – Using the “User Selection” pop-up window, type in the full e-mail address associated with the proxy’s OPA DCP account. Click “Select” on the user’s account.**
  - If the user has an account, their account will appear in the search results.
  - If the user does not have an account, they will need to create one before they can be designated as a proxy.<sup>11</sup>
  - For IPPW personnel, the selected user must have IPPW user permissions in the OPA DCP before they can be added as a proxy.<sup>12</sup>



The "User Selection" window features a search bar labeled "Full E-mail Address" containing "test@mail.mil". Below the search bar is a table with columns "Name", "E-mail", and "Select". A single row is displayed with "Will Cosner" as the name and "Test@mail.mil" as the email. A "Select" button is located to the right of the email address in the table.

Name	E-mail	Select
Will Cosner	Test@mail.mil	Select

- **Step 8 – Review the “Manage User Access” tab to ensure that the new proxy is displayed in the appropriate user role.**



The "Manage User Access" window displays user information for "dodhra.mc-alex.dpac.mbx.opa-cca-support@mail.mil". It includes fields for First Name, Last Name, and E-mail. Below this, the "IPPW Proxies" section lists "test test - test1test@mail.mil" with a trash icon next to it. An "Add Proxy" button is at the bottom.

IPPW Information: Line, Help

First Name  
Help

Last Name  
Line

E-mail  
dodhra.mc-alex.dpac.mbx.opa-cca-support@mail.mil

IPPW Proxies  
Designate up to three proxies in the event the above is absent.

- test test - test1test@mail.mil

Add Proxy

<sup>11</sup> For instructions for creating an OPA Defense Climate Portal account, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/> and under DEOCS, click on the document titled “How to Request an OPA DCP Account.”

<sup>12</sup> To receive IPPW user permissions in the OPA DCP, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Comprehensive-Integrated-Primary-Prevention-Plan-System-Resource-Center/> and under CIPP Plan Registration, Frequently Asked Questions, click on the document titled “CIPP Plan System: Frequently Asked Questions” and reach out to the IPPW Service point of contact listed at the end of the document.

- **Step 9 – Click the “Back” button when the user is added.**
  - The new proxy user will now receive all new system e-mails associated with the CIPP Plan registration.
  - Note that both the original user and the proxy user will have the same access to the CIPP Plan registration.

### Manage User Access

**CIPP Plan ID: FQnrYwlc-I**

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

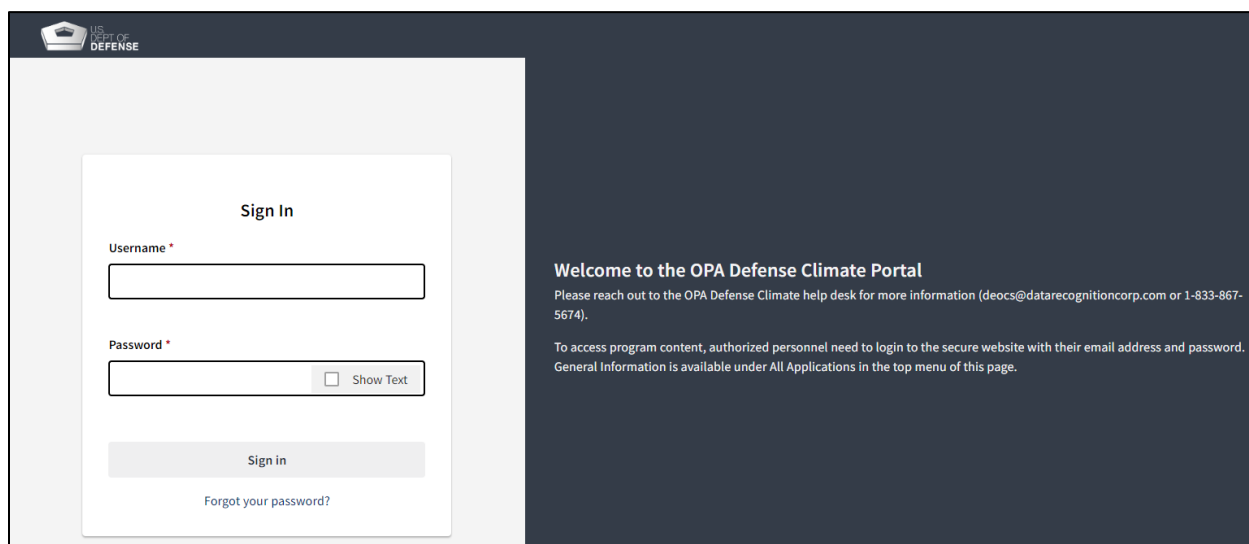
IPPW Information: Line, Help	▼
Community Leader Information: Cosner, William	▼
Unit/Organization Commander/Leader's Information: Cosner, Will	▼

Back

## Transferring a CIPP Plan Registration

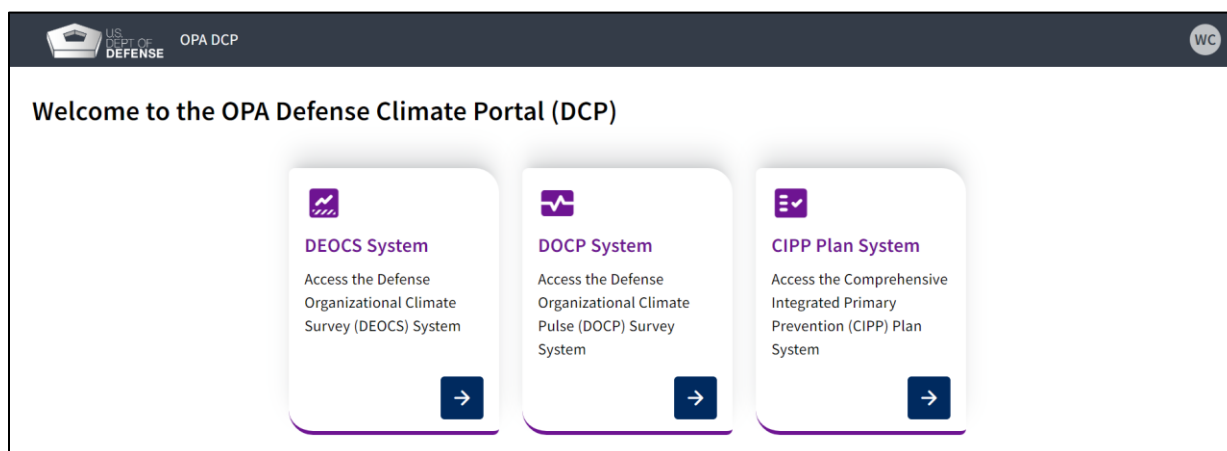
Incoming leaders must have the ability to review the previous CIPP Plan registration for their community. This section will provide step-by-step instructions for Service Administrators to transfer CIPP Plan registrations for community leaders. Community leaders are the only individuals that can have a CIPP Plan registration transferred.

- **Step 1 – Log in to the OPA Defense Climate Portal** ([www.drcedirect.com/all/eca-portal-v2-ui/#/login/DEOCS](http://www.drcedirect.com/all/eca-portal-v2-ui/#/login/DEOCS)). For the best results, use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari.

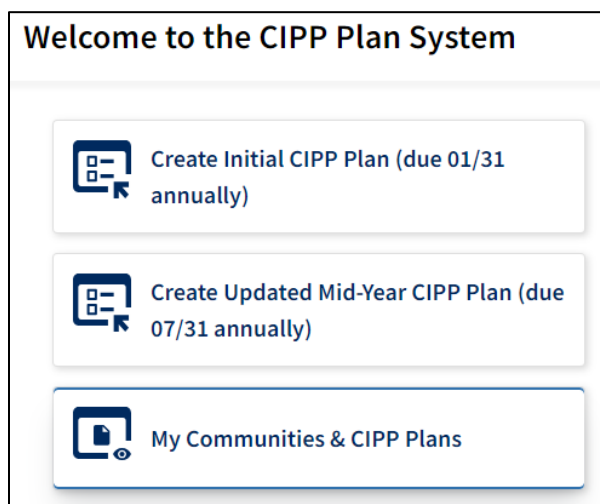


The screenshot shows the login interface of the OPA Defense Climate Portal. On the left, there is a 'Sign In' form with fields for 'Username \*' and 'Password \*'. The password field has a 'Show Text' checkbox. Below the fields is a 'Sign in' button and a link for 'Forgot your password?'. On the right, a dark sidebar contains the text: 'Welcome to the OPA Defense Climate Portal', 'Please reach out to the OPA Defense Climate help desk for more information (deocs@datarecognitioncorp.com or 1-833-867-5674).', and '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.'

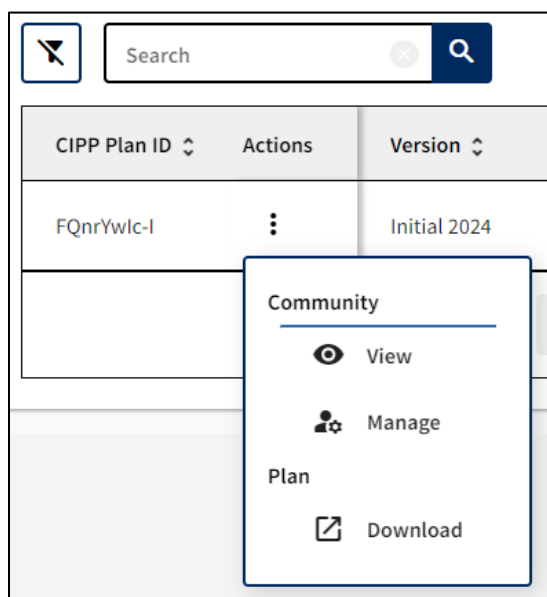
- **Step 2 – Navigate to the CIPP Plan System page.**



- **Step 3 – Click on the “My Communities and CIPP Plans” tab.**



- **Step 4 – Under “Action” click on “Manage.”**



- **Step 5 – Click on the corresponding tab to transfer the CIPP Plan registration for the Community Leader.**
  - The CIPP Plan registration can only be transferred for the Community Leader role.
- **Step 6 – Click “Change Community Leader” under the “Community Leader Information” tab.**

IPPW Information: McHoes, Alyssa

Community Leader Information: Lonergan, Chelsea

First Name

Chelsea

Last Name

Lonergan

E-mail

chelsea.a.lonergan.ctr@mail.mil

Change Community Leader

Community Leader Proxies

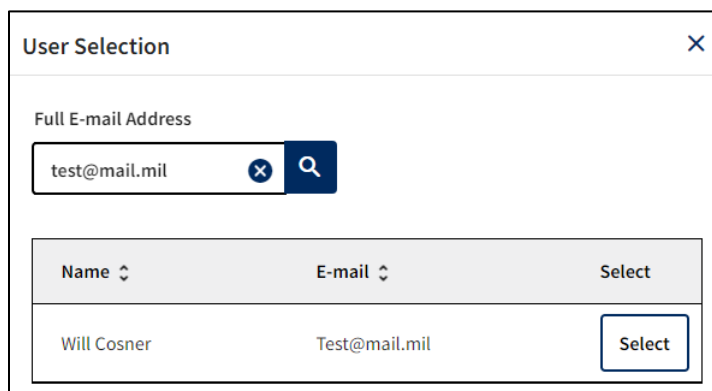
Designate up to three proxies in the event the above is absent.

Unit/Organization Commander/Leader's Information: Harlock, Erik

Unit/Organization Commander/Leader's Information: Lonergan, Chelsea



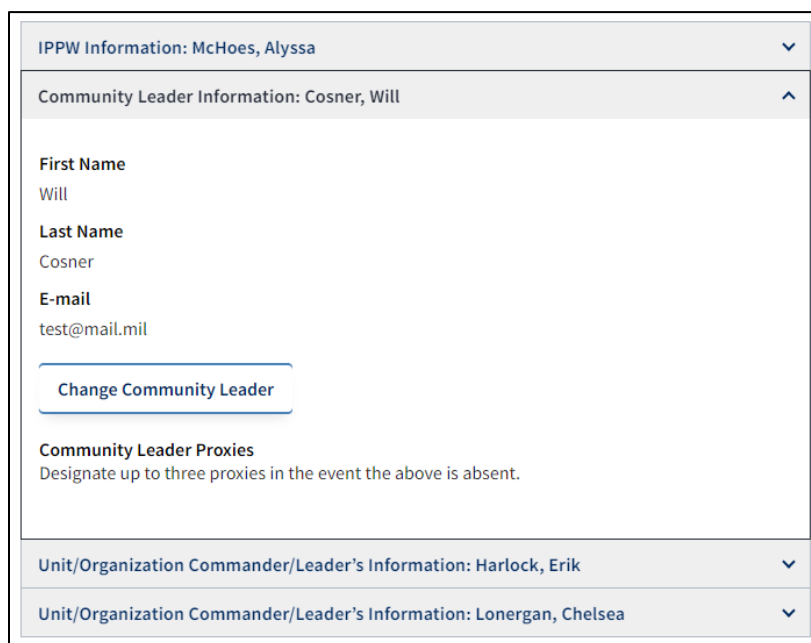
- **Step 7 – Using the “User Selection” pop-up window, type in the full e-mail address associated with the user’s OPA DCP account. Click “Select” on the user’s account.**
  - If the user has an account, their account will appear in the search results.
  - If the user does not have an account, they will need to create one before a CIPP Plan registration can be transferred to them.<sup>13</sup>



The "User Selection" pop-up window contains a search bar labeled "Full E-mail Address" with the text "test@mail.mil" and a magnifying glass icon. Below the search bar is a table with three columns: "Name", "E-mail", and "Select". The table contains one row with the name "Will Cosner", email "Test@mail.mil", and a "Select" button.

Name	E-mail	Select
Will Cosner	Test@mail.mil	Select

- **Step 8 – Review the “Manage User Access” tab to ensure that the CIPP Plan registration has been transferred to the appropriate user.**
  - The new user will immediately have the appropriate level of access to the transferred CIPP Plan registration.
  - The original user will immediately lose their access to the registration.
  - CIPP Plan registrations must be transferred individually.



The "Manage User Access" tab shows a hierarchy of users. At the top is "IPPW Information: McHoes, Alyssa". Below it is "Community Leader Information: Cosner, Will". Under this, the following details are listed:

- First Name:** Will
- Last Name:** Cosner
- E-mail:** test@mail.mil

Below these details is a button labeled "Change Community Leader". Further down, under "Community Leader Proxies", it says "Designate up to three proxies in the event the above is absent." At the bottom, there are two expandable sections for "Unit/Organization Commander/Leader's Information": "Harlock, Erik" and "Lonergan, Chelsea".

<sup>13</sup> For instructions for creating an OPA Defense Climate Portal account, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/> and under DEOCS, click on the document titled “How to Request an OPA DCP Account.”

- **Step 9 – Click the “Back” button when the user is added.**
  - The new user will now receive all new system e-mails associated with the CIPP Plan registration.

## Manage User Access

CIPP Plan ID: FQnrYwlc-I

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

IPPW Information: Line, Help	▼
Community Leader Information: Cosner, William	▼
Unit/Organization Commander/Leader's Information: Cosner, Will	▼

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## Contacting the Help Desk

If you have questions about OPA DCP user roles and access, creating or editing new users, or designating a proxy or transferring a DEOCS or DOCP, please contact our help desk at:

- [OPA\\_DCP@datarecognitioncorp.com](mailto:OPA_DCP@datarecognitioncorp.com)
- 1-833-867-5674