



The Office of People Analytics (OPA) Defense Command Climate Portal (DCP) provides access to the Defense Organizational Climate Survey (DEOCS) System, the Defense Organizational Climate Pulse (DOCP) System, the Comprehensive Integrated Primary Prevention (CIPP) Plan System and the Tracking 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 or DOCP registration from one user to another, and designating a proxy for a specific DEOCS or DOCP registration.¹ 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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¹ For information on adding proxies and transferring CIPP Plan registrations, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Comprehensive-Integrated-Primary-Prevention-Plan-System-Resource-Center/#mngpermissions> and click on the document titled "Adding Proxies and Transferring 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.² 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.³

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., focus groups, 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.⁴

² 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 "DOCP Registration Training Video." For an overview of the information required for a DEOCS registration, navigate to the above website and under DEOCS, Create a New DEOCS Request, click on the document titled "How to Register a DEOCS."

³ 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/#docppromotion> and click on the document titled "Monitoring Response Rates and Survey Outreach."

⁴ 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.⁵

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 event, daily announcements, and e-mail outreach.⁶

After a DEOCS or DOCP survey has closed, the commander or leader should work with the survey administrator to interpret the results 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.⁷

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 OPA DCP. The requesting commander or leader will brief their supervisor on the survey results once they have worked with the survey administrator to interpret the results. Commanders and leaders are expected to keep their supervisors informed throughout the CCA.

⁵ 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/#review> and under DEOCS, Review/Approve a DEOCS Request, click on the document titled "Commander and Leader Roles in the DEOCS and DOCP Process."

⁶ 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/#participation> and under DEOCS, DEOCS Promotion and Participation, click on the document titled "Monitoring Response Rates and Survey Outreach".

⁷ 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.

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. 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 or be granted IPPW access in the system to receive access to all survey registrations for their Service. 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/CIPP Plan Administrator

Although IPPW personnel are responsible for registering and uploading the annual and updated CIPP Plan to the CIPP Plan System, any OPA DCP user can register a CIPP Plan. If the user is not IPPW and registers a CIPP Plan, they are considered a CIPP Plan administrator in the OPA DCP. To receive IPPW permissions to the OPA DCP which allows users to access all DEOCS and DOCP registrations for their Service, IPPW personnel must reach out to Service-level IPPW points of contact.⁸

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. They are also able to add proxies to the CIPP Plan registration, granting up to three users access to the registration.

⁸ 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.

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. They are also able to add proxies to the CIPP Plan registration, granting up to three users access to the registration.

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. DEOCS Portal Users are also able to register and upload CIPP Plans in the CIPP Plan System. 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, commander's/leader's supervisor, and CIPP Plan administrator.

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, commander's/leader's supervisor, and CIPP Plan administrator.

Service Level User

Service Level 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 Level Users may not create new users or assign new roles to existing users within the OPA DCP. Service Level Users do not have access to CIPP Plan registrations for their Service. A Service Level 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 Level Administrator

Service Level 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 Level 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 Level 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 Level Administrators also have access to all CIPP Plan registrations within their Service component. A Service Level 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 are similar to Service Level Users and can view all DEOCS and DOCP registrations for their associated Service. IPPW Users cannot create new users or edit existing users. While IPPW user permissions are not needed for CIPP Plan registration, they may assist with access to necessary DEOCS registration information and results reports.

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 Level 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 reserved for users acting as Service Level 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 IPPW user access.** IPPW personnel can be assigned IPPW user access to gain access to DEOCS and DOCP registrations and reports.
- **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 Level Administrator or Service Level User).
- **A user has moved from one Service to another.** This user can be removed from their old Service and added to their new Service.
- **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 DCP** (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 Command Climate Portal. On the left, there is a 'Sign In' section with a 'Username*' field, a 'Password*' field with an eye icon, a 'Sign in' button, and a 'Forgot your password?' link. On the right, a dark blue sidebar contains the text: 'Welcome to the OPA Defense Command 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.', and 'Don't have an account? [Register here!](#)'.

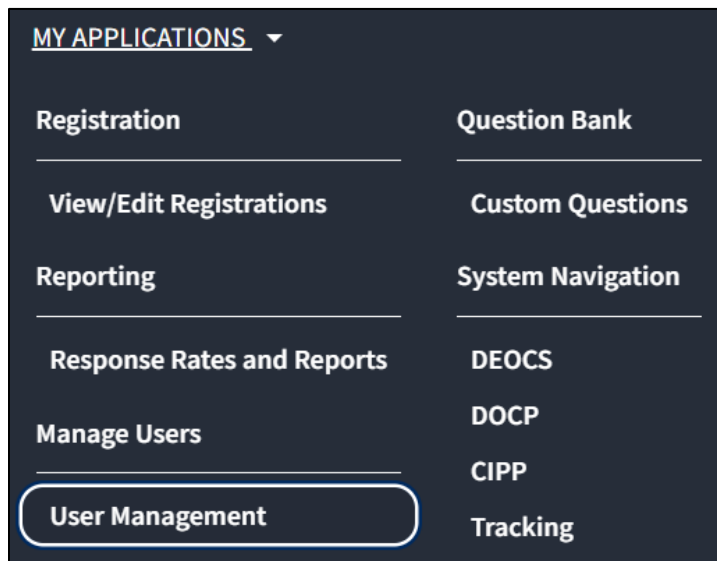
- **Step 2 – Select any available system.**

The screenshot shows the home page of the OPA Defense Command Climate Portal (DCP). The title is 'Welcome to the OPA Defense Command Climate Portal (DCP)'. Below the title are four white tiles with purple borders and icons, each representing a different system:

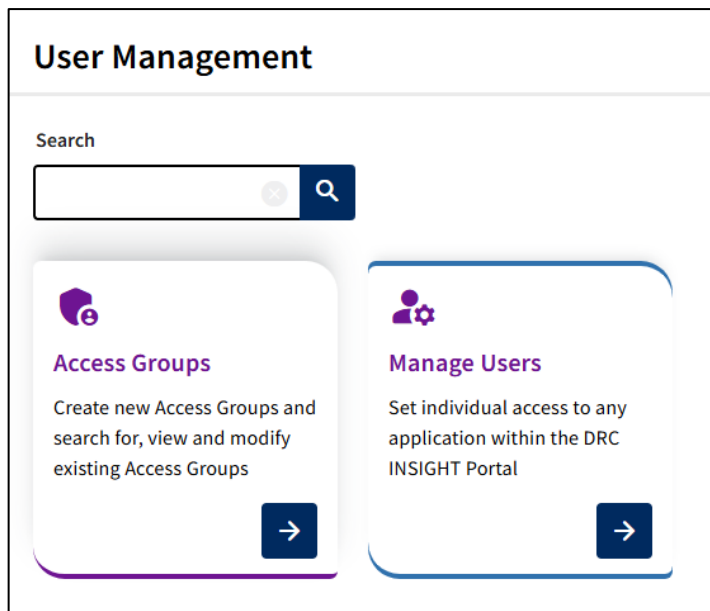
- DEOCS**: Access the Defense Organizational Climate Survey (DEOCS) System. Icon: A purple square with a white line graph.
- DOCP**: Access the Defense Organizational Climate Pulse (DOCP) Survey System. Icon: A purple square with a white pulse line.
- CIPP Plan**: Access the Comprehensive Integrated Primary Prevention (CIPP) Plan System. Icon: A purple square with a white checkmark and list icon.
- Tracking**: Access the Tracking System and generate a compliance table. Icon: A purple square with a white magnifying glass and line graph.

Each tile has a blue arrow button at the bottom right.

- **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.

User Management → Manage Users

Manage Users

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

1 Results

Search

[Clear](#)

Email

First Name

Last Name

Account Status

Select Account Status ▼

Organization Search

Select Organization(s) ▼

Access Group

Select Access Group ▼

Full Name	Email Address	Account Status
Line, Help	dodhra.mc-alex.dpac.mbx.opa-cca-support@mail.mil	Active

< > 1 ▼ of 1 page(s) | Items per page: 25 ▼ Total 1 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).
 - For best results, use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari.

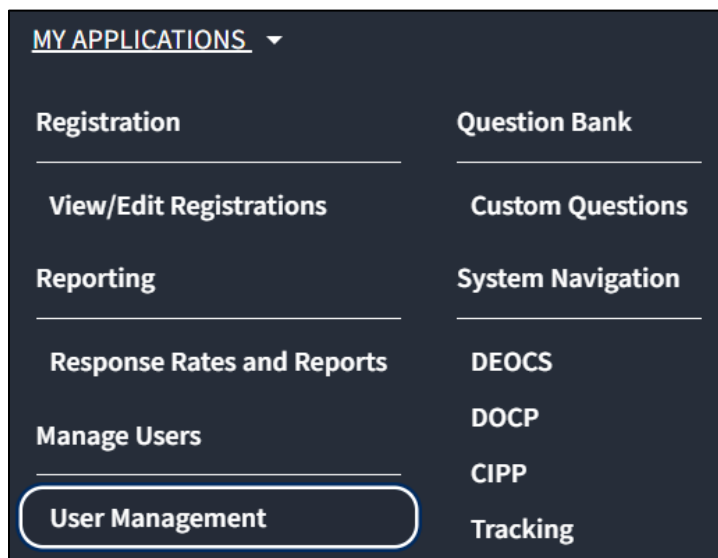
The screenshot shows the login interface for the OPA Defense Command Climate Portal. On the left, there is a 'Sign In' section with two input fields: 'Username*' and 'Password*'. The password field has an eye icon for toggling visibility. Below the fields is a 'Sign in' button and a link for 'Forgot your password?'. On the right, a dark blue sidebar contains the text 'Welcome to the OPA Defense Command Climate Portal', contact information for the help desk (OPA_DCP@datarecognitioncorp.com or 1-833-867-5674), a note about secure access, and a link to 'Register here!' for new users.

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

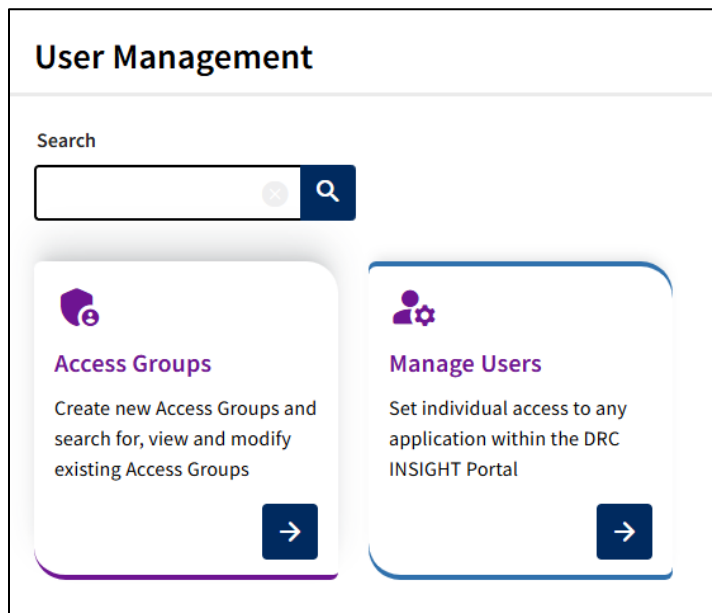
The screenshot displays the dashboard of the OPA Defense Command Climate Portal (DCP). The title 'Welcome to the OPA Defense Command Climate Portal (DCP)' is at the top. Below the title are four white cards, each representing a different system with a purple icon, title, description, and a right-pointing arrow button. The cards are: 1) DEOCS (Defense Organizational Climate Survey) with a bar chart icon; 2) DOCP (Defense Organizational Climate Pulse) with a pulse line icon; 3) CIPP Plan (Comprehensive Integrated Primary Prevention) with a checklist icon; and 4) Tracking with a magnifying glass icon.

System	Description
DEOCS	Access the Defense Organizational Climate Survey (DEOCS) System
DOCP	Access the Defense Organizational Climate Pulse (DOCP) Survey System
CIPP Plan	Access the Comprehensive Integrated Primary Prevention (CIPP) Plan System
Tracking	Access the Tracking System and generate a compliance table

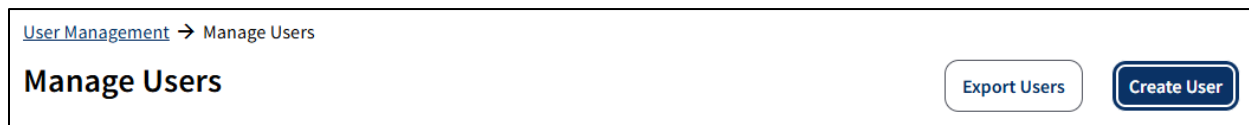
- **Step 3 – Navigate to the “My Applications” menu at the top of the system welcome page and then select “User Management” under “Manage Users.”**



- **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, there is a tab labeled "Account Information". The form contains the following fields:

- First Name***: A text input field.
- Middle Name**: A text input field.
- Last Name***: A text input field.
- Email***: A text input field.
- Phone:**: A text input field.

At the bottom of the form, there 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.
 - For example, search “Army” if attempting to assign a user a role within the Army.

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

Below this information, there is a section titled "Select an Organization" which contains a search input field with a magnifying glass icon on the right.

- **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.
- Available user access groups include IPPW User, Service Level Administrator, Service Level Member, and Service Level User.

New User - Assign Access Groups

Email: Testaccount1@mail.mil
Name: Test Account

[Back](#) [Cancel User Creation](#)

Available [ACTIVE DUTY] US Army (USA) Access Groups

Name	Description
☐ IPPW User	IPPW (Integrated Primary Prevention Workforce)
☐ Service Level Admin	This group holds all service level admins
☐ Service Level Member	This group holds all service level members
☐ Service Level User	This group holds all service level users

[Assign and Add Another](#) [Assign](#)

- **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

×
Q
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 Account

Test Account

DEOCS Status: Active

Global Status: New

Email: Testaccount1@mail.mil

DEOCS: Inactivate Product

Close

Organizations/Access Groups

Account Information

Add Organization and Access Groups

[ACTIVE DUTY] US Army (USA) (DEOCS-USA Active Duty) - DEOCS (DEOCS-parent)

☐ Service Level Member

DEOCS

☐ DEOCS Portal User

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 Level Administrators are the only users that can edit other users' accounts.

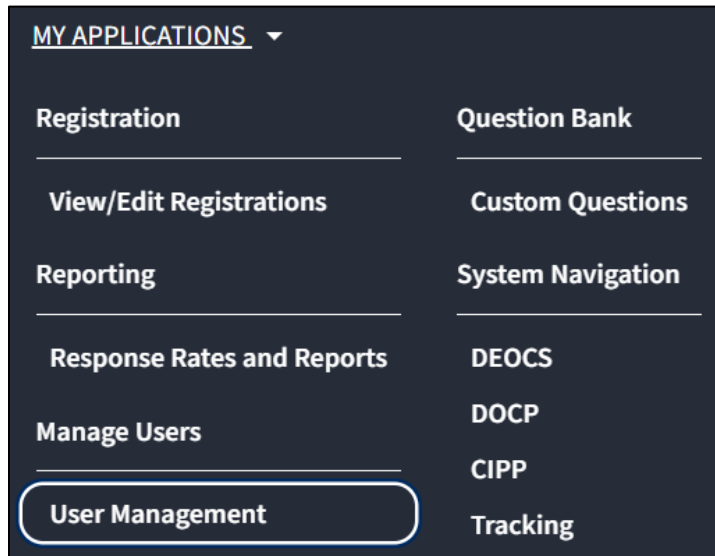
- **Step 1 – Log in to the OPA DCP** (www.drcedirect.com/all/eca-portal-v2-ui/#/login/deocs).
 - For best results, use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari.

The screenshot shows the login interface of the OPA Defense Command Climate Portal. On the left, there is a 'Sign In' section with a 'Username*' field, a 'Password*' field with a toggle icon, 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 Command Climate Portal', contact information for the help desk (OPA_DCP@datarecognitioncorp.com or 1-833-867-5674), a note about login requirements, and a link to 'Register here!' for new users.

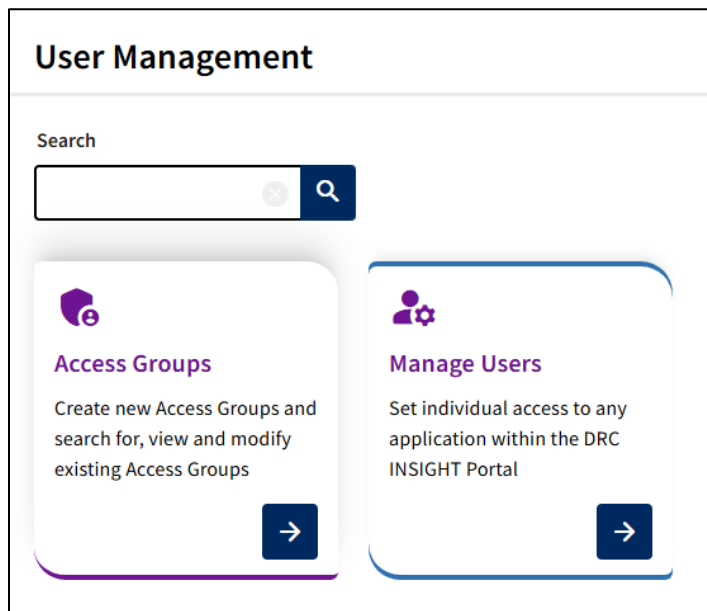
- **Step 2 – Select any available system.**

The screenshot displays the dashboard of the OPA Defense Command Climate Portal (DCP). The title 'Welcome to the OPA Defense Command Climate Portal (DCP)' is at the top. Below it are four white cards, each with a purple icon, a title, a description, and a right-pointing arrow button. The cards are: 1) 'DEOCS' (Defense Organizational Climate Survey) with a bar chart icon; 2) 'DOCP' (Defense Organizational Climate Pulse) with a pulse line icon; 3) 'CIPP Plan' (Comprehensive Integrated Primary Prevention) with a checklist icon; and 4) 'Tracking' with a magnifying glass icon.

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



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



- **Step 5 – 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 6.
 - To make edits to the user’s account information, skip to Step 12.
 - To inactivate or activate the user’s account, skip to Step 14.

User Management → Manage Users

Manage Users

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

1 Results

Search [Clear](#)

Email

[×](#)

First Name

Last Name

Full Name ↕	Email Address ↕	Account Status ↕
Line, Help	dodhra.mc-alex.dpac.mbx.opa-cca-support@mail.mil	Active

[<](#)
[>](#)
1 of 1 page(s)
Items per page: 25 Total 1 items

- **Step 6 – 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 7 – Click the “Add Organizations and Access Groups” button.**

- **Step 8 – 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.
 - For example, search “Army” if attempting to assign a user a role within the Army.

Assign Access Groups

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

Cancel Assignment

Select an Organization

- **Step 9 – Assign access groups.**
 - Select the appropriate access group(s) and click “Assign.” This selection will determine the level of access the user will have to the OPA DCP.
 - 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.

New User - Assign Access Groups

Email: Testaccount1@mail.mil
Name: Test Account

Back Cancel User Creation

Available [ACTIVE DUTY] US Army (USA) Access Groups

Name	Description
☐ IPPW User	IPPW (Integrated Primary Prevention Workforce)
☐ Service Level Admin	This group holds all service level admins
☐ Service Level Member	This group holds all service level members
☐ Service Level User	This group holds all service level users

Assign and Add Another Assign

- **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 instructions outlined in steps 4–7.
- **Step 12 – 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 13 – 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 *

Email *

Phone:

Cancel Save Changes

- **Step 14 – 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.

Inactivate Product



This will remove the users ability to access this product. Please confirm this is what you intend to do.

Cancel Inactivate Product

- **Step 15 – 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.

Activate Product

This will allow the user to access this product. Please confirm this is what you intend to do.

Cancel Activate Product

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 multiple users to be able to manage or access a survey registration and subsequent results. Survey administrators have the ability to add proxies to a draft DEOCS or DOCP survey registration, allowing for collaboration during survey registration.⁹ This section provides 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 Command Climate Portal** (www.drcedirect.com/all/eca-portal-v2-ui/#/login/DEOCS). For the best results, use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari.

Sign In

Username*

Password*

Sign in

[Forgot your password?](#)

Welcome to the OPA Defense Command 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.

Don't have an account? [Register here!](#)

⁹ For information on adding proxies for CIPP Plan registrations, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Comprehensive-Integrated-Primary-Prevention-Plan-System-Resource-Center/#mngpermissions> and click on the document titled “Adding Proxies and Transferring CIPP Plan Registrations.”

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

Welcome to the OPA Defense Command Climate Portal (DCP)

 DEOCS Access the Defense Organizational Climate Survey (DEOCS) System 	 DOCP Access the Defense Organizational Climate Pulse (DOCP) Survey System 	 CIPP Plan Access the Comprehensive Integrated Primary Prevention (CIPP) Plan System 	 Tracking Access the Tracking System and generate a compliance table 
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- **Step 3a – For DEOCS, select “View Existing DEOCS Requests.”**

Welcome to the DEOCS System

 View Existing DEOCS Requests
 Create a New DEOCS Registration
 Review/Approve a DEOCS Request
 View Response Rates and Reports

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

Welcome to the DOCP System

 View Existing DOCP Requests

 Create a New DOCP Registration

 Review/Approve a DOCP Request

 View Response Rates and Reports

- **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.

Survey Registration								
DCP		Showing 9 results: DCP		Create a New DEOCS				
Clear All Filters		DEOCS ID	Registration Name	Unit Title	Administrator	Commander	Survey Window	Participants Status
Service Component		53b2d58f	DEOCS2024_Smtih_12315_53 b2d58f	DCP Unit	William Cosner william.p.cosner.ctr@ mail.mil	Smtih, Bob	10/31/2024 to 11/29/2024	20 Completed
Survey Status		d50591b0	DEOCS2024_Smith_12345_d5 0591b0	DCP Unit	William Cosner william.p.cosner.ctr@ mail.mil	Smith, John	08/01/2025 to 08/29/2025	20 Draft
		30906d6b	DEOCS2025_Smtih_12345_30 906d6b	DCP Unit	William Cosner william.p.cosner.ctr@ mail.mil	Smtih, John	08/01/2025 to 08/29/2025	23 Draft

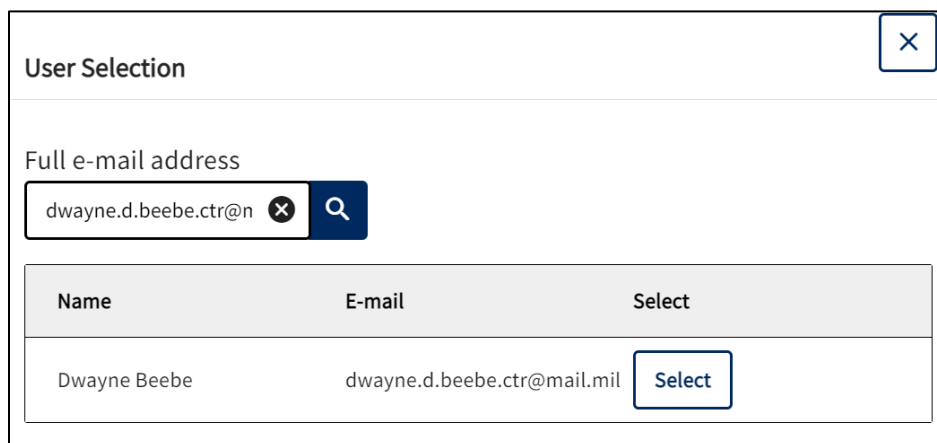
- **Step 5 – Navigate to the “Leadership Information” section and click on the “Manage User Access” tab.**

The screenshot shows a web interface with a sidebar on the left containing five numbered steps: 1 Previous Registrations, 2 Unit/Organization Details, 3 Leadership Information (highlighted), 4 Participant Information, and 5 Customize the DEOCS. The main content area has two tabs: 'Leadership Information' and 'Manage User Access' (selected). Under the 'Manage User Access' tab, there are three expandable sections: 'Survey Administrator's Information', 'Commander/Leader's Information', and 'Commander/Leader's Supervisor's Information'. At the bottom of the main content area, there are 'Back' and 'Continue' buttons.

- **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.
 - Proxies for commander's/leader's supervisors may not be designated.
- **Step 7 – Click “Add Proxy” under the appropriate tab.**

The screenshot shows the 'Survey Administrator's Information' form. It has three input fields: 'First Name' with the value 'William', 'Last Name' with the value 'Cosner', and 'E-mail' with the value 'william.p.cosner.ctr@mail.mil'. Below these fields is a section titled 'Survey Administrator Proxies' with the text 'Designate up to three proxies in the event the above is absent' and 'No proxies have been added.' At the bottom of this section is an 'Add Proxy' button. Below the proxy section are two more expandable sections: 'Commander/Leader's Information' and 'Commander/Leader's Supervisor's Information'.

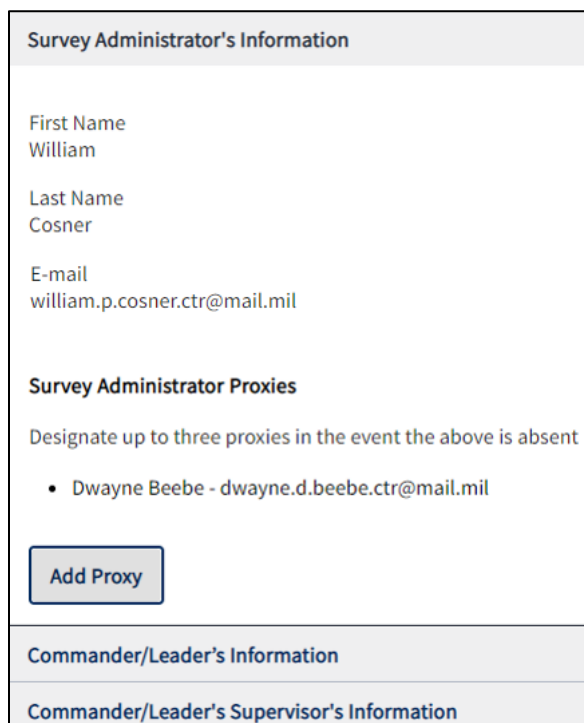
- **Step 8 – Using the “User Selection” pop-up window, type in the full e-mail address associated with the proxy’s OPA DCP account. Click “Select” on the user’s account.**
 - If the user has an account, their account will appear in the search results.
 - If the user does not have an account, they will need to create one before they can be designated as a proxy.¹⁰



The "User Selection" window has a title bar with a close button (X). Below the title bar is a search bar labeled "Full e-mail address" containing the text "dwayne.d.beebe.ctr@n" 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 for "Dwayne Beebe" with the email "dwayne.d.beebe.ctr@mail.mil" and a "Select" button.

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

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



The "Survey Administrator's Information" form has a title bar. Below the title bar are fields for "First Name" (William), "Last Name" (Cosner), and "E-mail" (william.p.cosner.ctr@mail.mil). Below these fields is a section titled "Survey Administrator Proxies" with a sub-header "Designate up to three proxies in the event the above is absent". Below this is a list containing "Dwayne Beebe - dwayne.d.beebe.ctr@mail.mil". Below the list is an "Add Proxy" button. At the bottom of the form are two sections: "Commander/Leader's Information" and "Commander/Leader's Supervisor's Information".

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

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

Add Proxy

Commander/Leader's Information

Commander/Leader's Supervisor's Information

¹⁰ For instructions for creating an OPA Defense Command 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 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.

[Home](#) → Survey Registration

DEOCS2025_Smtih_12315_60a310d9

Survey Administrator: William Cosner
Survey Commander: Bob Smtih

[Cancel Survey](#) [Done](#)

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 Level 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.¹¹ This section provides a step-by-step overview of the process involved for Service Level Administrators to transfer a survey registration.

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

¹¹ For information on transferring CIPP Plan registrations, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Comprehensive-Integrated-Primary-Prevention-Plan-System-Resource-Center/#mngpermissions> and click on the document titled “Adding Proxies and Transferring CIPP Plan Registrations.”

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

Welcome to the OPA Defense Command Climate Portal (DCP)

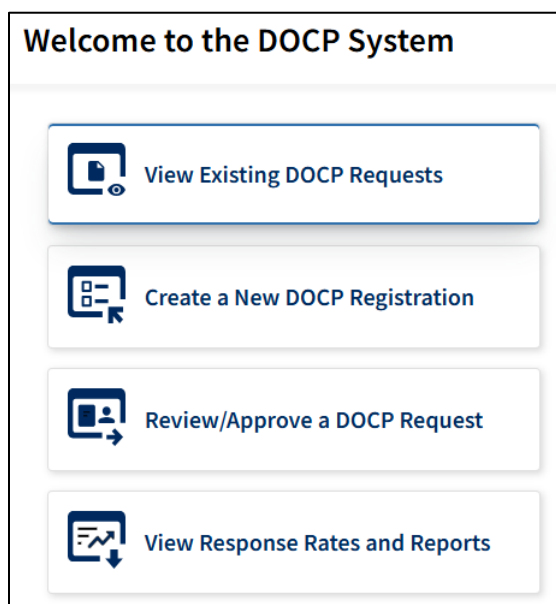
 DEOCS Access the Defense Organizational Climate Survey (DEOCS) System 	 DOCP Access the Defense Organizational Climate Pulse (DOCP) Survey System 	 CIPP Plan Access the Comprehensive Integrated Primary Prevention (CIPP) Plan System 	 Tracking Access the Tracking System and generate a compliance table 
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- **Step 3a – For DEOCS, select “View Existing DEOCS Requests.”**

Welcome to the DEOCS System

 View Existing DEOCS Requests
 Create a New DEOCS Registration
 Review/Approve a DEOCS Request
 View Response Rates and Reports

- **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.

Survey Registration								
DCP		Showing 9 results: DCP		Create a New DEOCS				
Clear All Filters		DEOCS ID	Registration Name	Unit Title	Administrator	Commander	Survey Window	Participants Status
Service Component		53b2d58f	DEOCS2024_Smtih_12315_53 b2d58f	DCP Unit	William Cosner william.p.cosner.ctr@mail.mil	Smtih, Bob	10/31/2024 to 11/29/2024	20 Completed
Survey Status		d50591b0	DEOCS2024_Smith_12345_d5 0591b0	DCP Unit	William Cosner william.p.cosner.ctr@mail.mil	Smith, John	08/01/2025 to 08/29/2025	20 Draft
		30906d6b	DEOCS2025_Smtih_12345_30 906d6b	DCP Unit	William Cosner william.p.cosner.ctr@mail.mil	Smtih, John	08/01/2025 to 08/29/2025	23 Draft

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

The screenshot shows a web interface with a sidebar on the left containing five numbered steps: 1 Previous Registrations, 2 Unit/Organization Details, 3 Leadership Information (highlighted), 4 Participant Information, and 5 Customize the DEOCS. The main content area has two tabs: 'Leadership Information' and 'Manage User Access' (selected). Under the 'Manage User Access' tab, there are three expandable sections: 'Survey Administrator's Information', 'Commander/Leader's Information', and 'Commander/Leader's Supervisor's Information'. At the bottom of the main content area, there are 'Back' and 'Continue' buttons.

- **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.**

The screenshot shows the 'Survey Administrator's Information' form. It contains the following fields: First Name (Survey), Last Name (Admin), and E-mail (surveyadmin@mail.mil). Below these fields is a 'Change Administrator' button. Underneath is a section titled 'Survey Administrator Proxies' with the text 'No proxies have been added.' At the bottom of the form are two expandable sections: 'Commander/Leader's Information' and '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.¹²

User Selection

jsmith@mail.mil

Name	E-mail	Select
James Smith	jsmith@mail.mil	Select

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

Survey Administrator's Information

First Name
James

Last Name
Smith

E-mail
jsmith@mail.mil

Change Administrator

Survey Administrator Proxies

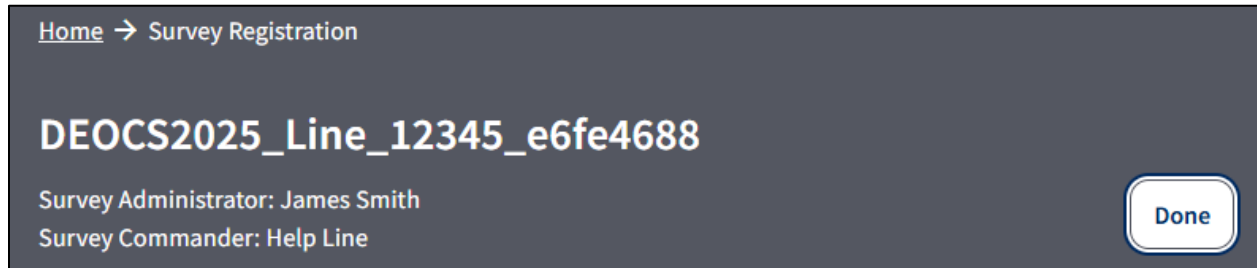
No proxies have been added.

Commander/Leader's Information

Commander/Leader's Supervisor's Information

¹² For instructions for creating an OPA Defense Command Climate Portal account, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/#create> and under DEOCS, Create a New DEOCS Request, click on the document titled "How to Request an OPA DCP Account."

- **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.



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
- 1-833-867-5674