



DEOCS Registration Training Video Script

August 2025

Introduction

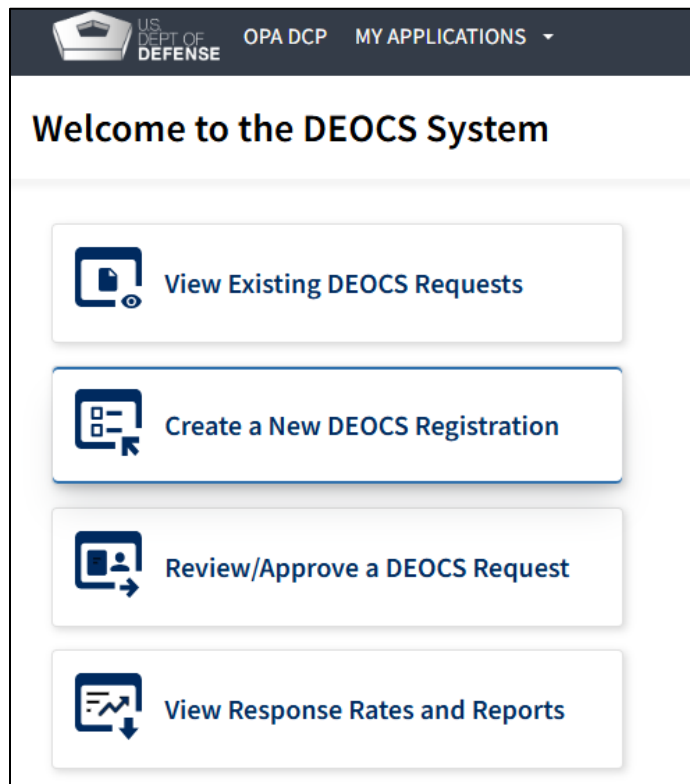
(0:12) Welcome to the OPA Defense Command Climate Portal, also known as the OPA DCP Resource Center. This is a training on registering the Defense Organizational Climate Survey, or DEOCS.

(0:25) During this training, I'll cover two topic areas; Registering a New DEOCS and Where to Find Help.

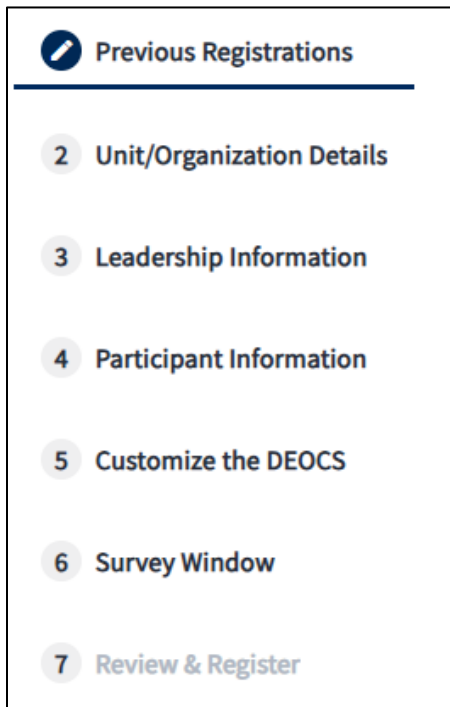
(0:34) A great place to start is the Prevention.mil website on the Command Climate Portal tab. Here in the Survey Resource Center, you will find DEOCS resources. Resources such as the DEOCS Custom Question Bank, How to Create a Survey Roster, and How to Register a DEOCS. The link to these and other resources is shown at the bottom of the screen.


Registering a New DEOCS

(1:02) Now I will go through the process of registering a DEOCS. First, in the OPA DCP, I'll click on the DEOCS System which brings me to the DEOCS System Welcome page. To start the registration process, I will click on "Create a New DEOCS Registration."



(1:17) The survey registration steps are here on the left. They are Previous Registrations, Unit/Organization Details, Leadership Information, Participant Information, Customize the DEOCS, Survey Window, and Review and Register.



-  **Previous Registrations**
- 2 Unit/Organization Details**
- 3 Leadership Information**
- 4 Participant Information**
- 5 Customize the DEOCS**
- 6 Survey Window**
- 7 Review & Register**

(1:34) In the first step, I am asked if I want to use previous DEOCS registration information to pre-populate information for this DEOCS.

(1:42) Selecting a registration in the table will add information to this registration from the previous DEOCS. For example, the unit or organization information will be populated and some of the leadership information will be brought over from the previous DEOCS. This information can still be edited or changed based on the most current information for the unit or organization.

Previous DEOCS Registration Information

To reduce the amount of information you need to manually enter, you have the option to pre-populate some registration information if a DEOCS was administered to your unit/organization in the past two years that you can access.

To pull in previous registration information, select 'Yes.'

To start a DEOCS registration from scratch, select 'No.'

Do you want to pre-populate registration information? *

☐ Yes

☐ No

(2:05) If I don't have access to the previous DEOCS registration or don't want to use a registration I have access to, I can click "No." I will then be asked to provide a reason why I selected No. If I select "Other" for my reason, I can type an explanation into the

box. During the registration process, if I wanted to save the registration, I can either click “Save Draft” or “Save And Exit” depending on if I want to continue filling out registration information or come back to the registration at another time.

(2:36) Now I will move on to the next section of the registration.

Unit/Organization Details

(2:41) Next up is the Unit/Organization Details section. Here I will start with inputting Service Component Information.

(2:49) First is the “Component Type.” Depending on my Component type, I may have to then fill out the “Service Branch” and “Population” for the unit or organization. Population is only relevant for Military Service Academies and MSA Prep schools.

Service Component		
Component Type *	Service Branch	Population
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>

(3:04) Next, I will input Unit/Organization Information. First is the unit/organization identification code section. Additional Service-specific instructions can be found here for filling out this information (Click on “more Service-specific instructions are available”).

Unit/Organization Information
<p>Unit/Organization Identification Code (UIC/RUC/PAS/OPFAC) *</p> <p>There are many ways in which units and organizations are identified. In this field, enter the UIC, RUC, PAS, or OPFAC code that identifies the level at which you are registering your unit or organization's DOCP. Use the full 5- or 6-digit UIC code, 5-digit RUC, 8-digit PAS code, or 5-digit OPFAC code assigned to your unit or organization.</p> <p>If needed, more Service-specific instructions are available.</p> <input type="text"/>

(3:16) I am then asked to fill out “Command Level,” “Unit Type,” and “Unit.” Depending on what was selected for the “Service Component” section, different fields may be required here. For example, if I select DoD instead of Active Duty, I only need to fill out Unit Type.

(3:33) Next is the Unit or Organization Title. This title will appear on the survey as entered so please ensure that it is written exactly as it should appear. Then we have Unit/Organization City, State, and ZIP.

Command Level *	Unit Type	Unit *
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text"/>
Unit/Organization Title *		
Your unit or organization title will appear in e-mails as entered here, so please ensure it is written exactly as it should appear.		
<input type="text"/>		
Unit/Organization City *	Unit/Organization State *	Unit/Organization Zip *
<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>

(3:48) The Installation/Base/Ship/Location information section provides a searchable dropdown menu. Here I can search for and select the appropriate information. If my Installation/Base/Ship/Location is not listed, I can manually add it by typing the full official name into the field. If the majority of the survey participants are not located at the installation or base, I will search and select “Does not apply.”

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

(4:14) I'll then be asked about the deployment status of my unit. Once all this information is filled out, I will move on to the Leadership Information section.

Leadership Information

(4:24) Here I am asked to input information for the commander or leader, the commander's or leader's supervisor, the EOA or CCS, the Senior NCO or SEL, and the IPPW personnel.

(4:38) Starting with the commander or leader, I am asked to input their First Name, Last Name, Service, Rank/Title, E-mail, Phone Number, and Date the Commander or Leader assumed their command or leadership position.

Commander/Leader Information

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

First Name*	Last Name*	Service *	Rank/Title *
<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
E-mail*	Phone Number*	Date Commander Assumed Command *	
<input type="text"/>	<input type="text"/>	<input type="text" value=""/>	

(4:58) For the Commander's or Leader's Supervisor, the EOA or CCS, the Senior NCO or SEL and the IPPW Personnel, I am asked to input First Name, Last Name, Service, Rank/Title, E-mail, and Phone Number. For the EOA or CCS, if I am the EOA or CCS or the unit does not have one, I can check this box here and do not need to fill in this information.

(5:26) Similarly for the Senior NCO or SEL and the IPPW personnel, if the unit or organization does not have a Senior NCO or SEL or IPPW personnel, I can click the associated boxes here and do not need to fill out this information. Including these individuals on the registration will allow them to view the registration and access any associated reports generated once the survey closes.

(5:53) Some of these individuals' names may appear in the survey or e-mails so please ensure they are written exactly as you would like them to appear. Now that this section is filled out, I will move on to the Participant Information section.

Participant Information

(6:06) Here I will import the participant roster for the DEOCS. The participant roster can be found on the Prevention.mil Survey Resource Center.

(6:16) For more information on creating a DEOCS roster, review the How to Create a Survey Roster document or the Creating a Survey Roster training video found on the Survey Resource Center.

Import Files(s)*
Files supported: .csv, File Restriction vary by application

Import File

Browse or drag and drop

Files supported: [.csv]

Start Import

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

(6:28) Note that this process will be slightly different for a small number of units or organizations working with classified rosters [highlight “special instructions for classified rosters” button].

(6:35) Now I’ll upload the roster. Once I have added the roster, I can click “Start Import” to import the roster. I can see that the roster has flagged some errors.

(6:45) Here I can see we have a duplicate DoD ID. Let’s quickly fix that DoD ID and resave the roster. Now I can add the file again and click “Start Import.” The roster has now been successfully uploaded. In the Participant List tab, I can add or delete participants by clicking the “Add Participant” button or the “Delete Participant” button or edit participant information.

(7:13) I can also search for specific participants using the filters on the left. For more information on modifications that can be made on the Participant List tab during different stages of the survey administration, review the “How to Register a DEOCS” document found on the Prevention.mil Survey Resource Center.

(7:31) Now I will move on to the next section of the registration.

Customize the DEOCS

(7:37) Next up is the Customize the DEOCS section. Here I can add 10 closed-ended questions and 5 open-ended questions from the DEOCS Custom Question Bank.

Customize the DEOCS

All required fields are noted with a red asterisk (*) and must be filled out before you can submit this registration for approval. You can save a draft of the registration by clicking "Save Draft" or continue to the next step by clicking "Continue."

Instructions

1. Closed-Ended Questions

2. Open-Ended Questions


3. Review Question Selection 



How to Add Custom Questions to your DEOCS Survey

There is an option to customize the DEOCS for your unit or organization. You can choose up to 15 custom questions to ask participants, but you are not required to add custom questions to the DEOCS. If you do not want to add custom questions to the DEOCS, you can still preview the content of the DEOCS by clicking the 'Preview Survey' button on the bottom center of the third tab "Review Question Selection".

(7:47) You can find this custom question bank on the Create a New DEOCS Request tab of the Prevention.mil Survey Resource Center. Here you can download a document with the available custom questions.



(8:00) First, I'll start by selecting some closed-ended questions. These questions are categorized with keywords. In these boxes, I can search for specific question text or search by keyword.

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

Search Question Text:  Search Keywords: 

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

0 Selected, 10 Available

<input type="checkbox"/> Questions 	Keywords 
<input type="checkbox"/> My unit/organization allows me adequate time to address my health care needs prior to deployment.	Access to Care
<input type="checkbox"/> I feel I have the knowledge to address my personal hygiene and basic health care needs.	Access to Care
<input type="checkbox"/> The health care provider at my command can meet my medical needs or ensure that I receive the care I need if they cannot meet my needs.	Access to Care

(8:12) For example, if I am interested in questions about the commander, I can search for questions that include the word "commander." I am also able to search for multiple words at the same time. So, let's say I also want to see questions about "morale" alongside questions about the commander. I can add the word "morale" to the search box and press Search.

(8:33) Now I can see that the question list contains items that include the word commander or the word morale. This Search Question Text box is an “or” search meaning that if I add multiple words to search, the table will populate any question that contains one or more words listed in the search. If I want to get rid of the search terms, I can press the “x” button to get rid of individual terms or the larger “x” on the right to remove all question text search terms.

(9:01) Now I will search by keyword. I can use this dropdown to select the keywords of interest. Let’s say I am interested in questions about “Communication.” I can now see all the questions in the bank related to communication.

(9:14) If I am also interested in questions on “Access to Care,” I can select that keyword as well. Again, this is an “or” search meaning that if I add multiple keywords, the table will populate any question that is categorized by one or more of those keywords.

(9:31) Now I will use the two search functions together. I will search “commander” in the question text search and select “Communication” in the keyword search. This search with commander and communication will show only the questions that have commander in the question text and communication as a keyword.

(9:49) In other words, searching with question text and keywords is an “and” search. This type of search narrows down the questions available in the table as opposed to the “or” search that provides all questions related to any given search term.

(10:03) Now that I have searched for these questions, I will select a few by clicking the check box to the left. We can now click on the Open-Ended Questions tab.

(10:12) Similarly to the closed-ended questions, these questions are also categorized with Keywords. I can also use the Question Text search box or the Keyword search box to locate questions of interest. Since I am interested in leadership, I will select these questions here.

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

Search Question Text:
Search Keywords:

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

0 Selected, 5 Available

Questions	Keywords
<input type="checkbox"/> How would you characterize the medical care obtained from off-base?	Access to Care
<input type="checkbox"/> How would you characterize the medical care obtained from on-base providers?	Access to Care
<input type="checkbox"/> Describe how information is communicated from senior leadership to all levels of the unit/organization.	Communication

(10:28) Finally, I will click on the Review Question Selection tab to review the selected items. If there is a question I want to change, I can de-select the item and return to the previous steps to select other content.

(10:41) The review tab is the best way to ensure all custom questions selected are the items I would like to ask on the DEOCS. Before I can submit the registration, I will need to confirm the item selection with the checkbox here (show the checkbox/confirmation function.)

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

Review DEOCS Custom Question Selection

3 Selected

Closed-Ended Questions

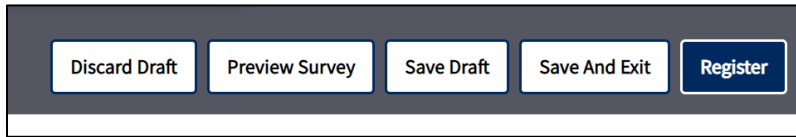
- ☒ My commander/leader gives me adequate time to address my health care needs.
Keywords: Access to Care
- ☒ My immediate supervisor promotes responsible alcohol use.
Keywords: Alcohol and Illegal Substances
- ☒ It is easy for Service members in this command to meet with their commander/leader about problems.
Keywords: Commander/Leader

3 Selected

Open-Ended Questions

- ☒ How would you characterize the medical care obtained from on-base providers?
Keywords: Access to Care

(10:55) With the custom questions selected, I have the ability to preview the survey from the perspective of the participant. To view the DEOCS as a participant would take it, click the “Preview Survey” button. If everything looks satisfactory, I can click continue.

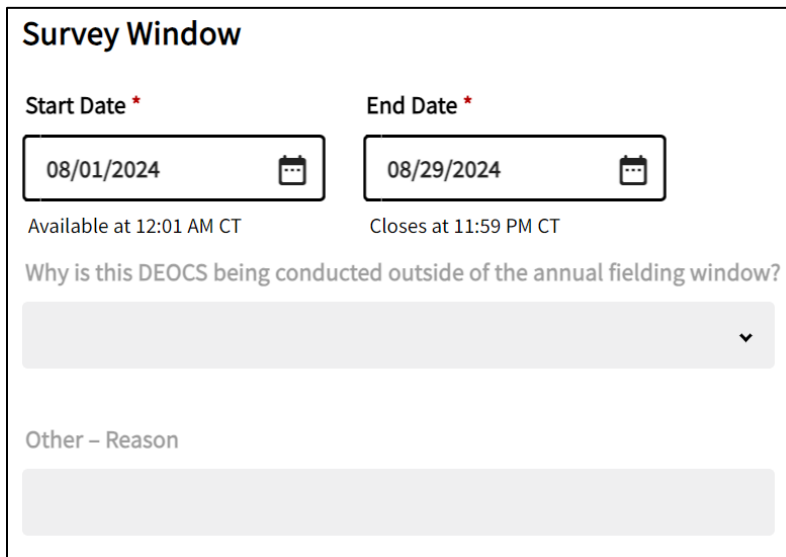


Survey Window

(11:10) Next is the Survey Window section. This is where the survey’s start date and end date are selected. The start date defaults to August 1st or one week from the survey registration date, but that can be updated. The end date defaults to 4 weeks from the survey start date but that can also be changed.

(11:27) The commander or leader may have input for the survey window. We do suggest keeping the survey open for at least 4 weeks in order to give everyone time to respond.

(11:37) The annual fielding window for the DEOCS is between August 1st and November 30th, and the latest a DEOCS can start is October 31st. If you select a date outside of the annual fielding window, you will be asked to provide a reason why.



(11:53) The Survey Window Automatic Extension feature extends the survey end date by one week if fewer than 16 participants have taken the survey. Additionally, if the response rate is less than 30%, the system will also automatically extend the survey end date by one week. This automatic extension can occur up to two times before your survey closes.

(12:13) Starting in 2025, the automatic extension is enabled for all DEOCS registrations. If your survey extends and you would like to end the survey sooner, you can navigate

into the system and change the end date to the current date. The survey will then close at the end of the day. It is important to keep in mind that for the unit or organization to receive results, at least 16 individuals must fill out the survey.

(12:36) Once a survey has closed, it can't be reopened. If you wish to change the end date prior to the survey closing, you can do so by navigating back to the survey registration page and manually changing the End Date.

Finalizing Registration

(12:49) In the Review and Register section, I can make sure that the presented information is correct. Here I can see information on the unit, leadership, participant information, the custom questions I selected, and the Survey Window.

(13:02) Additionally, if my unit or organization is small or if the subgroups designated on my roster are small, I will see alerts in the table here. Keep in mind the required response rate needed in order to generate a report during the survey. Consider combining small subgroups if possible to increase the chances of receiving standalone subgroup reports.

(13:21) If all of the information on this page looks accurate, I can then click register.

(13:26) The commander or leader will then be notified via e-mail that the survey is ready for them to review and approve. Once the survey has been registered, I can go back into the View Existing DEOCS Requests page and see the survey's approval status.

Where to Find Help

(13:41) For more information on DEOCS registration, review the resources located under the Create a New DEOCS Request section on the Prevention.mil Survey Resource Center. If you have any questions or need additional assistance, please reach out to the contact information located at the bottom of the Survey Resource Center.

Closing

(14:02) This concludes the DEOCS registration training. Thank you for taking the time to listen in and have a great day!