



# How to View Response Rates and Download Reports

September 2025

The Defense Organizational Climate Survey (DEOCS) is a tool that provides commanders and Department of Defense (DoD) leaders with important feedback about the current command climate of their unit or organization. This document provides survey administrators, commanders and leaders, commander’s/leader’s supervisors, and Integrated Primary Prevention Workforce (IPPW) personnel with an overview of the Response Rates and Reports section of the DEOCS System.<sup>1</sup>

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<sup>1</sup> For more information about the roles different personnel take in the DEOCS, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/#permissions> and under DEOCS, Manage Users and Permissions, click on the document titled “OPA Defense Command Climate Portal User Roles and Management.”

## About DEOCS Response Rates and Reports

The Response Rates and Reports section of the DEOCS System within the Office of People Analytics (OPA) Defense Command Climate Portal (DCP) is the main way that users can check response rates, download the results of their DEOCS after the survey has ended, and create combined reports.<sup>2</sup> The results for a DEOCS are available no later than two weeks after the survey has closed but are typically available within 72 hours of the end of a survey. Survey administrators, commanders or leaders, commander's/leader's supervisors, Integrated Primary Prevention Workforce (IPPW) personnel, Equal Opportunity Advisors (EOA)/Command Climate Specialists (CCS), and Senior Noncommissioned Offices (NCO)/Senior Enlisted Leaders (SEL) will receive an e-mail notifying them when results for the DEOCS are ready for review. In order to receive results, a unit or organization needs at least 16 surveys returned (i.e., 16 participants). When DEOCS results are available, these users can login to the OPA DCP and download their results. Results and comments from the survey can be downloaded as a PDF or Excel file.

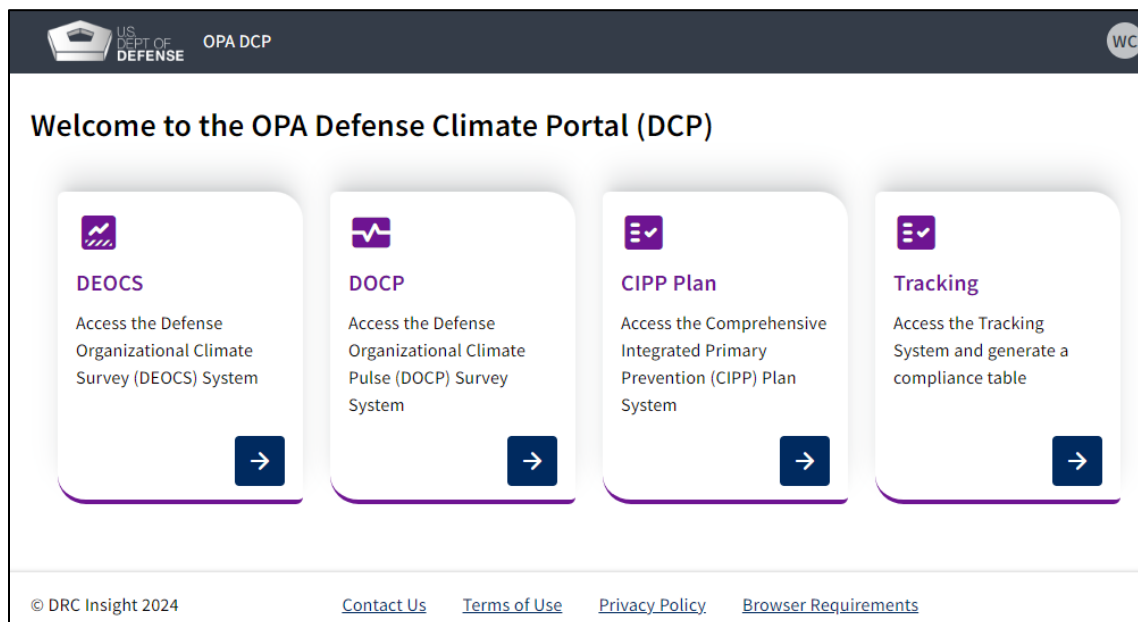
To access the OPA DCP, follow these steps:

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

The screenshot shows the login interface for the OPA Defense Climate Portal. On the left, there is a white sign-in box with the following elements: a 'Sign In' heading, a 'Username\*' field, a 'Password\*' field with a 'Show Text' checkbox, 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 Climate Portal', followed by contact information for the help desk: 'Please reach out to the OPA Defense Climate help desk for more information (OPA\_DCP@datarecognitioncorp.com or 1-833-867-5674)'. Below this, it states: '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.' At the bottom of the page, there is a footer with the copyright notice '© DRC Insight 2024' and links for 'Contact Us', 'Terms of Use', 'Privacy Policy', and 'Browser Requirements'.

<sup>2</sup> The Response Rates and Reports section of the DEOCS System was previously known as the “Interactive Dashboard.”

- Step 2 – Click on the “DEOCS” tile.

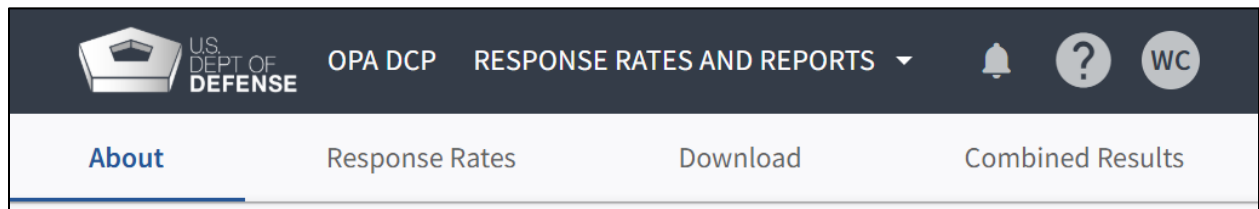


- Step 3 – Click on the “View Response Rates and Reports” tab.



## How to View Response Rates and Download Reports

This section explains how to view response rates and download reports.



In the “Response Rates,” “Download,” and “Combined Results” tabs, users will see a search/filter dropdown bar at the top of the page. This bar allows users to filter DEOCS results by the Service Component of interest, the UIC/RUC/PAS/OPFAC, the DEOCS ID and Survey Date, the Unit/Organization Title, the Commander/Leader Name, and/or the State.<sup>3</sup> Users can use these filters to navigate to the appropriate DEOCS response rates and/or results they wish to view. When downloading results reports, users may also have the option to filter by Group, if subgroups were designated at the time of registration, with a choice between Overall Unit/Organization and the subgroups indicated on the participant roster. Selecting “Overall Unit/Organization” will provide the total results for the unit or organization, while selecting a subgroup will only show the results for the participants within the subgroup.

Service Component :	UIC/RUC/PAS/OPFAC :
<input type="text"/>	<input type="text"/>
DEOCS ID and Survey Date * : ●	Unit/Organization Title :
<input type="text"/> *Required (Select one)	<input type="text"/>
Commander/Leader Name :	State :
<input type="text"/>	<input type="text"/>
Group * : ●	Report * : ●
<input type="text"/> *Required (Select one or more)	<input type="text"/> *Required
<input type="button" value="Submit"/>	

<sup>3</sup> The “Combined Results” tab also includes a filter for survey version.

## About

The About tab provides an overview of the DEOCS and information about results.

The screenshot shows the 'About' tab of the DEOCS system. At the top, there is a navigation bar with four tabs: 'About', 'Response Rates', 'Download', and 'Combined Results'. The 'About' tab is currently selected. The main content area features a large heading: 'Defense Organizational Climate Survey (DEOCS) Response Rates and Reports'. Below this heading, a paragraph reads: 'Use the "Response Rates" tab to track up-to-date DEOCS response rates, the "Download" tab to access DEOCS results, and the "Combined Reports" tab to create aggregated reports.' Below this paragraph, there are two callout boxes. The first is titled 'Monitoring DEOCS Response Rates' and contains a list of items to view in the 'Response Rates' tab. The second is titled 'Accessing DEOCS Reports' and contains a list of conditions for accessing reports in the 'Download' tab.

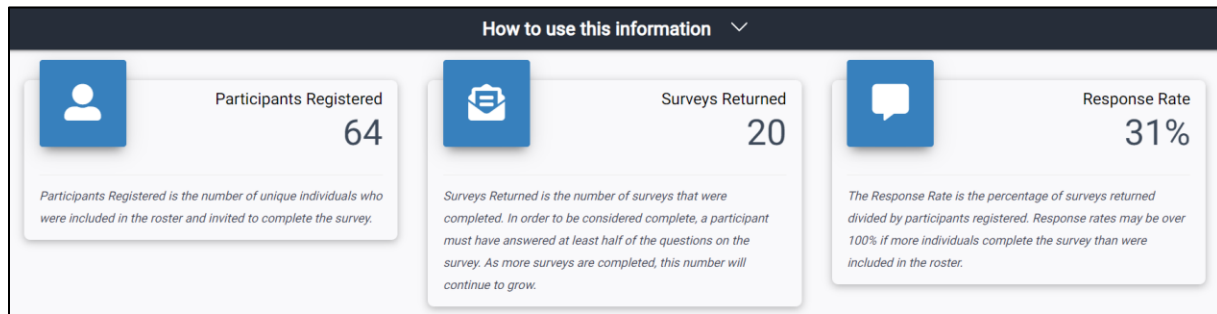
## Response Rates

The Response Rates tab provides up-to-date information about DEOCS response rates for both current and previous DEOCS registrations. This is the only tab that provides results while a DEOCS is still open. This tab is important for survey administrators and commanders and leaders as it allows them to actively monitor the response rate once the survey starts. Survey administrators and commanders/leaders can use this tab to inform survey decisions including extending the survey end date or conducting additional survey outreach to increase participation.<sup>4</sup>

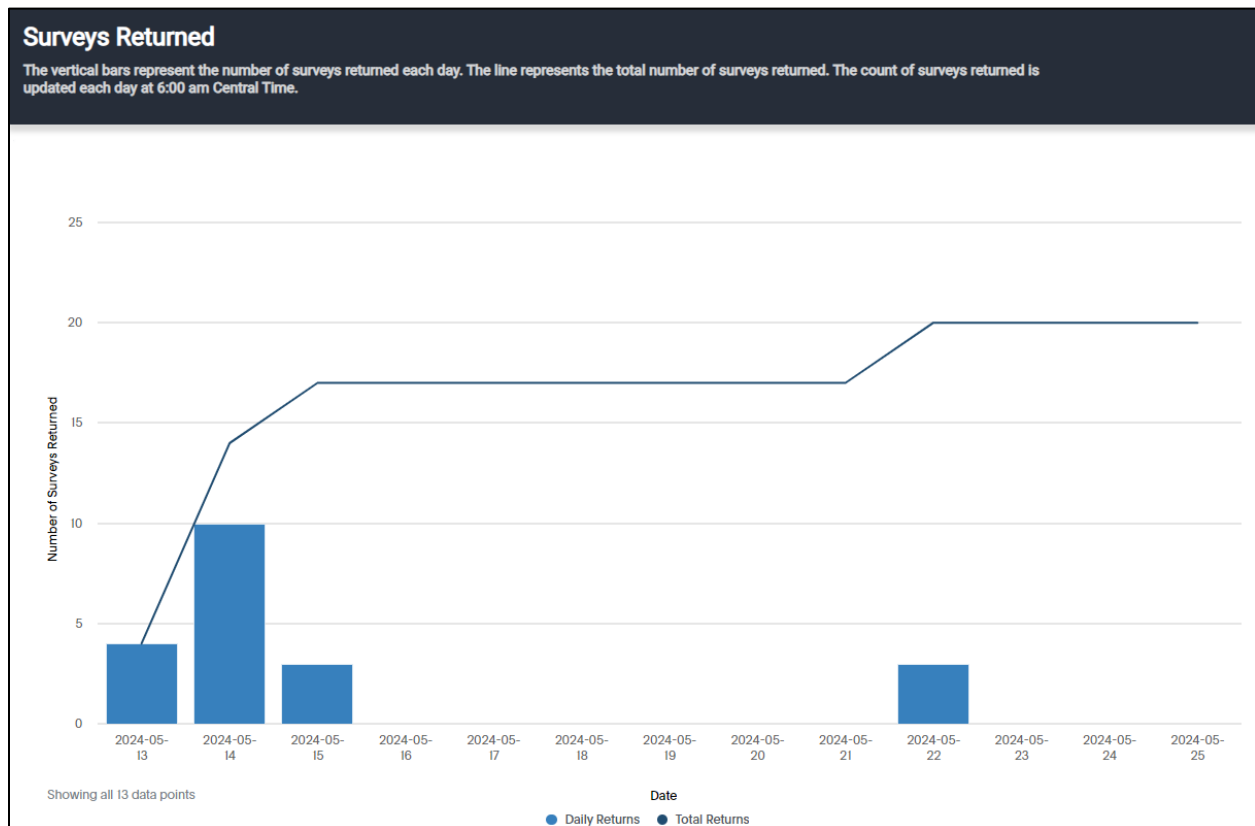
The first section in this tab provides survey response rates at a glance. The Participants Registered box describes how many members of the unit or organization were included on the roster when the survey was registered. The Surveys Returned box describes the number of surveys that have been completed by unit or organization members. The Response Rate box describes the percentage of unit or organization

<sup>4</sup> For more information about monitoring response rates and conducting 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."

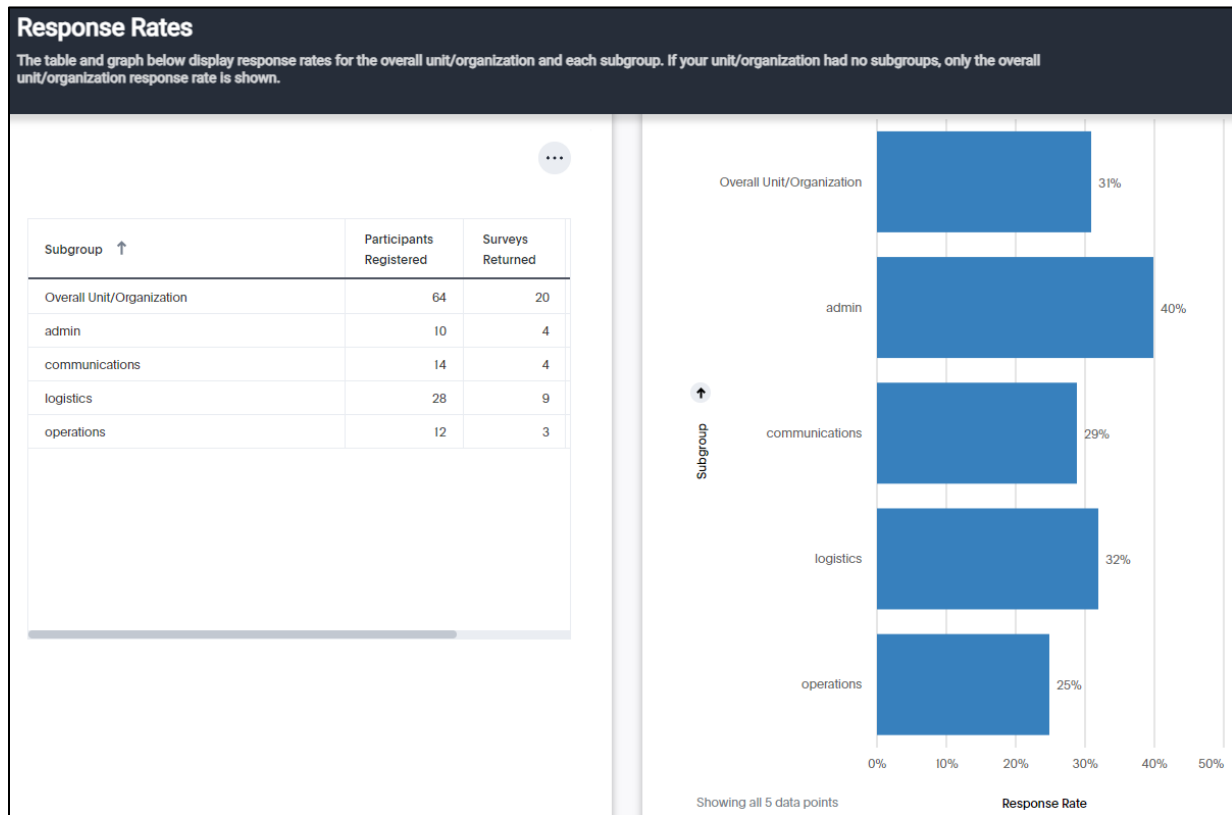
members who have completed a survey to-date. This number can be calculated by dividing the number in the Surveys Returned box by the number in the Participants Registered box, then multiplying by 100.



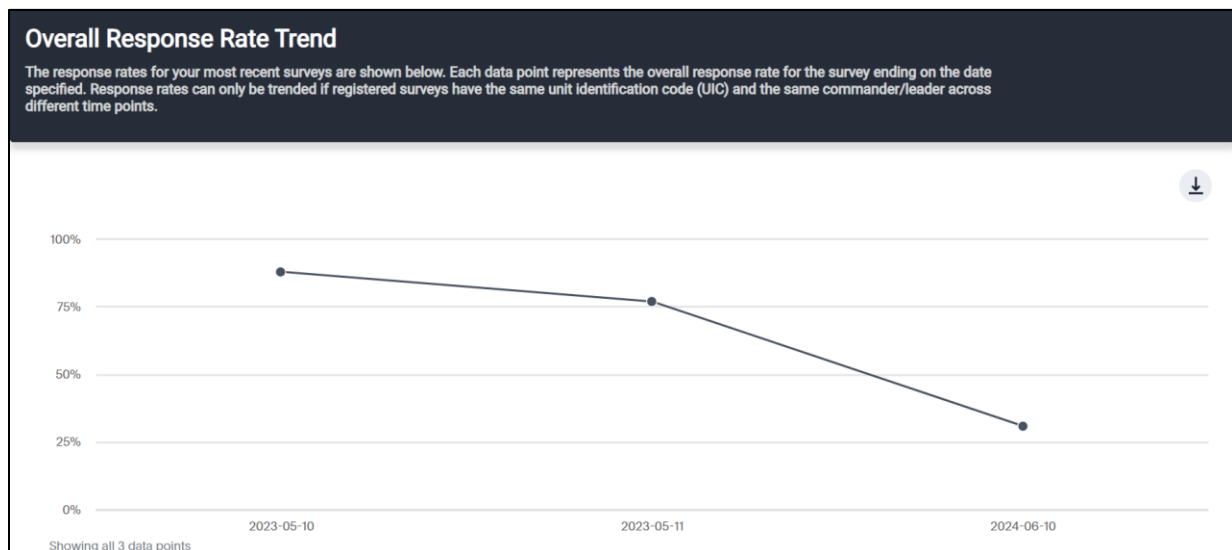
The Surveys Returned graph displays how many surveys are completed each day the DEOCS is open. The vertical columns represent the number of completed surveys for each day, while the line graph represents the total number of surveys completed. This graph can be used to monitor when interest in the survey is decreasing and inform when additional outreach may be needed.



The “Response Rates” section provides the response rates for the overall unit or organization, as well as the response rates for each of the subgroups designated within the roster.

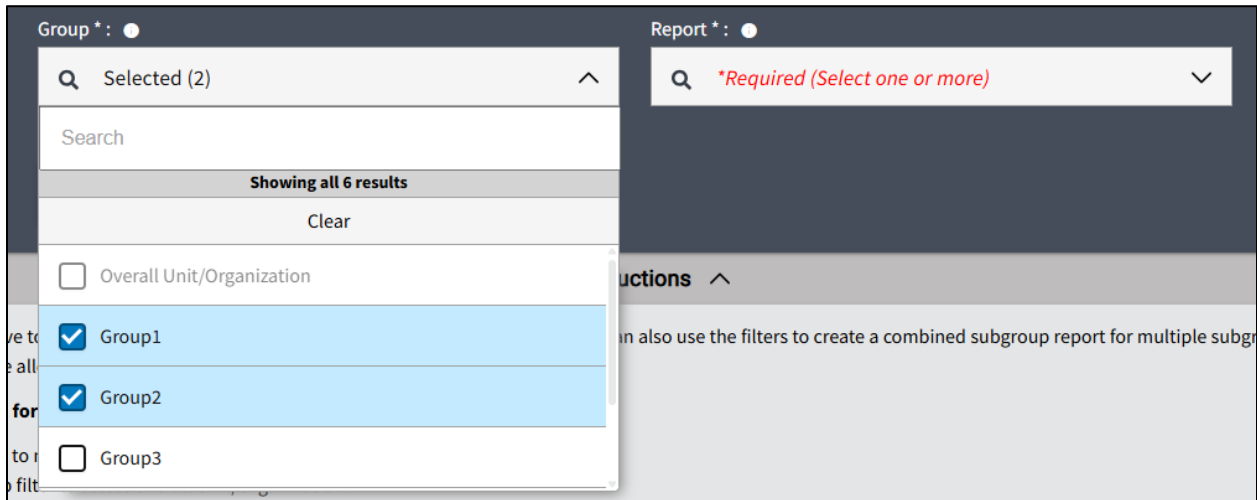


Finally, the Overall Response Rate Trend graph displays the response rates from all current and past DEOCS administrations with the same Service component and the same unit identification code (UIC). This graph can be used to compare the response rates of multiple DEOCS administrations for the same unit or organization.

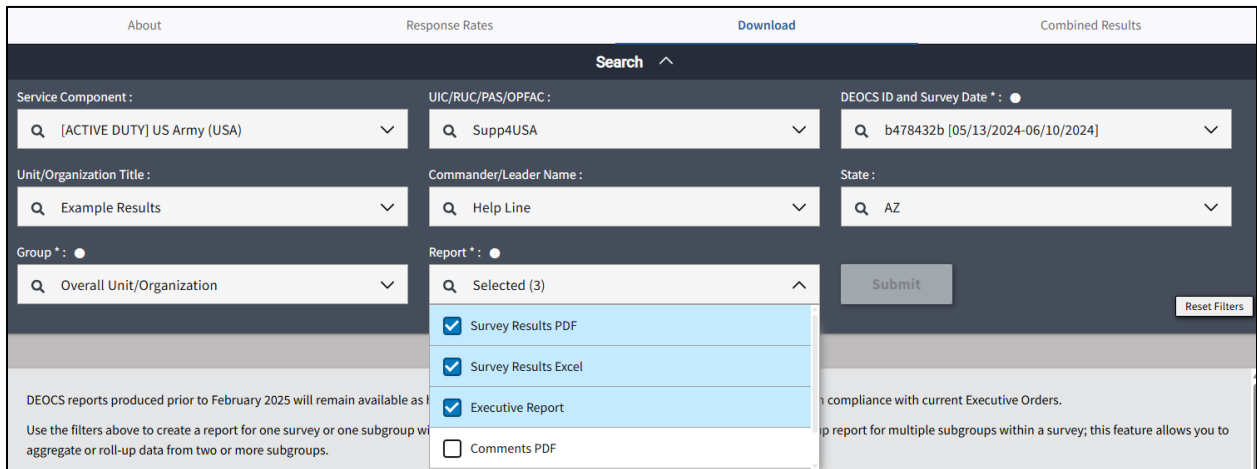


## Download

The Download tab allows users to download their DEOCS results for a single survey or a single subgroup. Users can also create a combined subgroup report for multiple subgroups within a survey; this feature allows a user to aggregate or roll-up data from two or more subgroups into a single report.



Reports can be downloaded in PDF or Excel format. A user can download a single report or multiple reports at once. To download results, follow the on-screen instructions.



There are three different types of reports available for download. Descriptions of the report options are below.

- Survey Results.** This report contains quantitative results from the DEOCS administration, including response rates, a demographic summary table of participants, overall factor ratings, factor ratings by demographic categories, detailed tables with response frequencies for each survey question, Service-specific and custom closed-ended question results, as well as DoD- and Service-

level 2024 comparisons (if applicable) for each factor. The report is available in PDF or Excel format. The PDF version includes helpful visuals that assist with results interpretation while the Excel version includes all quantitative results available and can be used for further analysis. This report can be created for the overall unit or organization, a single subgroup, or combined subgroups. In order to generate a report for a single subgroup, the subgroup needs at least five participants. If your survey included multiple subgroups and only one subgroup had fewer than five participants, it will be combined with the subgroup that had the next lowest number of participants. You will see the subgroups that were combined reflected in the name of the subgroup in the Group filter, as well as the name of subgroup printed in your reports.<sup>5</sup>

- **Executive Report.** This report includes response rates, overall survey results and subgroup survey results in one report and the 2024 comparisons at the DoD- and Service-level (if applicable). It does not contain detailed tables with response frequencies for each survey question or demographic results. Users must select “Overall Unit/Organization” in the Group filter to download this report. It is only available in PDF format. This report is designed to provide a summary of results for higher-level leadership.
- **Comments.** This report includes comments from the open-ended survey questions, as well as any custom open-ended questions that were included on the survey during registration. It is available in PDF or Excel format. The comments report can be created for the overall unit or organization, a single subgroup, or combined subgroups. It is only available for organizations or units with at least 16 participants. Subgroups must also have at least 16 participants to receive a comments report. If your survey included multiple subgroups and only one subgroup had fewer than 16 respondents, it will be combined with the subgroup that had the next lowest number of participants. You will see the subgroups that were combined reflected in the name of the subgroup printed in your reports.

## Combined Results

The Combined Results tab allows you to create a combined DEOCS report for multiple survey administrations. You will only be able to create combined reports for DEOCS administrations that you have access to in the DEOCS System. Reports must have at least 16 participants to be available for download. The Survey Version filter allows you to select the survey version you want a combined report for. Reports can only be combined within a given survey version. For example, DEOCS 5.1 2024 reports can only be combined with other DEOCS 5.1 2024 reports. You will have the option to

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<sup>5</sup> For more information, go to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/#deocsresultsinterpreting> and under DEOCS, Interpreting DEOCS Results, click on the document titled “DEOCS Data Overview.”

generate a survey results or comments report in a PDF or Excel format. To create combined reports, follow the on-screen instructions presented below the Search filters.

Results are combined by taking each unit’s or organization’s size into account, which is more accurate than a simple average. It is important to keep in mind that results from a single survey only represent that unit or organization. Combining DEOCS reports from multiple units or organizations can lead to conflicting results and may not accurately represent any one of the units or organizations in the combined report.

Finally, this tab cannot be used to create a combined report that reflects Service-level estimates. OPA creates official Service-level estimates intended to reflect each Service's DEOCS results for a calendar year.

The screenshot shows the 'Response Rates and Reports' section of the DEOCS system. At the top, there are navigation tabs: 'About', 'Response Rates', 'Download', and 'Combined Results'. Below these is a 'Search' section with a dropdown arrow. The search filters are arranged in two columns:

- Survey Version \***: A dropdown menu with a magnifying glass icon and the text '\*Required (Select one)'. A dropdown arrow is on the right.
- Service Component \***: A dropdown menu with a magnifying glass icon and the text '\*Required (Select one or more)'. A dropdown arrow is on the right.
- UIC/RUC/PAS/OPFAC**: A dropdown menu with a magnifying glass icon. A dropdown arrow is on the right.
- DEOCS ID and Survey Date \***: A dropdown menu with a magnifying glass icon and the text '\*Required (Select two or more)'. A dropdown arrow is on the right.
- Unit/Organization Title**: A dropdown menu with a magnifying glass icon. A dropdown arrow is on the right.
- Commander/Leader Name**: A dropdown menu with a magnifying glass icon. A dropdown arrow is on the right.
- State**: A dropdown menu with a magnifying glass icon. A dropdown arrow is on the right.
- Report \***: A dropdown menu with a magnifying glass icon and the text '\*Required'. A dropdown arrow is on the right.

At the bottom left of the search section is a 'Search' button. At the bottom right is a 'Reset Filters' button. Below the search section is an 'Instructions' link with a dropdown arrow.

## Reporting Requirements

The DEOCS has multiple security measures to ensure that the identities of survey participants are protected. This section outlines the reporting requirements the DEOCS maintains to protect participants’ confidentiality and what happens when the reporting requirements are not met.<sup>6</sup>

<sup>6</sup> For more information about non-reportable data, go to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/#deocsresultsinterpreting> and under DEOCS, Interpreting DEOCS Results, click on the document titled “DEOCS Data Overview.”

- **A minimum number of 16 responses is required to receive a DEOCS report.** If the DEOCS has ended and it does not have at least 16 total surveys returned, no reports will be generated.
- **A minimum number of five (5) responses is required to generate DEOCS results for demographic groups or subgroups.** If demographic groups or subgroups have fewer than five (5) responses, results will not be generated for that demographic group or subgroup. The group’s results will still be included in the overall unit’s or organization’s results.
  - If your survey included multiple subgroups and only one subgroup had fewer than five responses, it will be combined with the subgroup that had the next lowest number of participants. You will see the subgroups that were combined reflected in the title of the subgroup in your reports.
- **A minimum number of five (5) responses is required to generate DEOCS results for a question or set of questions.** If a question or set of questions have fewer than five (5) responses, data will be displayed as “NR” or not reportable.
- **A minimum number of 16 responses for a subgroup is required to receive a comments report for a subgroup.** If there are enough respondents to generate a comments report, you will see a “Comments PDF” or a “Comments Excel” option in the Report filter. If there are not enough respondents, you will not see these options in the Report filter. In the example below, the logistics subgroup only had 5 respondents, so there is not a comments report available for download.
  - If your survey included multiple subgroups and only one subgroup had fewer than 16 responses, it will be combined with the subgroup that had the next lowest number of participants. You will see the subgroups that were combined reflected in the title of the subgroup printed in your reports.

The screenshot displays the DEOCS system's search and report filter interface. At the top, there are navigation tabs: "About", "Response Rates", "Download", and "Combined Results". Below these is a "Search" dropdown menu. The main filter area is divided into several sections:

- Service Component:** A dropdown menu with the selected value "[ACTIVE DUTY] US Army (USA)".
- UIC/RUC/PAS/OPFAC:** A dropdown menu with the selected value "Supp4USA".
- DEOCS ID and Survey Date \*:** A dropdown menu with the selected value "b478432b [05/13/2024-06/10/2024]".
- Unit/Organization Title:** A dropdown menu with the selected value "Example Results".
- Commander/Leader Name:** A dropdown menu with the selected value "Help Line".
- State:** A dropdown menu with the selected value "AZ".
- Group \*:** A dropdown menu with the selected value "logistics".
- Report \*:** A dropdown menu with a red asterisk and the text "\*Required (Select one or more)". Below this menu are two checkboxes: "Survey Results PDF" and "Survey Results Excel", both of which are currently unchecked.

At the bottom right of the filter area, there is a "Submit" button and a "Reset Filters" button.

## Sharing Results and Next Steps

Commanders and leaders should share the results of the DEOCS with their leadership and members of their unit or organization. However, it is important to keep in mind that some of the information in the reports is sensitive and may not be appropriate to share with everyone. This section provides commanders and leaders with best practices for sharing their DEOCS results and next steps in the command climate assessment process.

### Sharing Results

The OPA DCP team encourages commanders and leaders to share most overall factor results and results by demographic categories with their members. We recommend caution in sharing results about individuals, such as supervisors. Similar to a performance evaluation, ratings of a specific individual should be shared with that individual and appropriate leadership in a private manner. We do not recommend sharing results for the following:

- *Leadership Support* – Ratings by Paygrade of Immediate Supervisor
- *Transformational Leadership* – Ratings for Senior NCO/SEL
- *Passive Leadership* – Ratings for Senior NCO/SEL
- *Toxic Leadership* – Ratings by Paygrade of Immediate Supervisor
- If your organization only has a small number of immediate supervisors, do not share *Leadership Support* – Ratings for All Immediate Supervisors
- If your organization only has a small number of immediate supervisors, do not share *Toxic Leadership* – Ratings for All Immediate Supervisors
- Custom close-ended questions or Service/Academy-specific questions that ask participants to evaluate unique individuals (e.g., “My unit’s senior NCO cares about my personal well-being.”)

We do not recommend sharing any comments with your organization members. Instead, comment themes or findings should be shared. The comments may contain PII or other identifying information and should not be shared beyond the leadership team. We also recommend caution before sharing any subgroup results with your organization members. If subgroups are small (e.g., fewer than 20 individuals) or show negative results, sharing these data in a public forum is also an inappropriate use of DEOCS results as it may lead to stigmatization of those groups.

### Next Steps

**Step 1 – Discuss your DEOCS report with Integrated Primary Prevention Workforce (IPPW) personnel** to interpret the results and review other relevant sources of information. Collaborate on potential actions to improve or sustain the command climate in your organization.

**Step 2 – Share your DEOCS results**, keeping the above guidance in mind.

**Step 3 – Let members know you are acting on their feedback.** Provide examples of actions in your Comprehensive Integrated Primary Prevention (CIPP) Plan that are based on DEOCS results and other relevant sources of information.

### Contact the DEOCS Help Desk

If you have questions or have any problems using the Response Rates and Reports section of the DEOCS System, please contact our OPA Defense Command Climate Portal help desk at:

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