



The *Defense Organizational Climate Survey (DEOCS)* is a tool that provides commanders and Department of Defense (DoD) leaders with important feedback about the current climate within their unit or organization. To conduct a *DEOCS* and review results, survey administrators, commanders and leaders, and their supervisors must access the *DEOCS* Portal. This guide provides survey administrators, Equal Opportunity Advisors (EOA)/Command Climate Specialists (CCS), commanders, and leaders with a high-level overview of the *DEOCS* Portal, as well as instructions for obtaining a *DEOCS* Portal account.

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About the *DEOCS* Portal

The *DEOCS* Portal is a comprehensive website that allows users to:

- Request a *DEOCS*
- Approve/Deny a *DEOCS*
- Monitor *DEOCS* response rates
- View and download *DEOCS* results

The *DEOCS* Portal is comprised of two major components—the Registration Portal¹ and the Interactive Dashboard.² This section describes the use and function of both.

Registration Portal

The Registration Portal is where a *DEOCS* survey administrator requests a *DEOCS* for a specific unit or organization. The survey administrator will fill out a form with information about the unit or organization and upload a roster of individuals in the unit or organization.³ Following the survey administrator’s submission of the request, the unit’s

¹ For additional instructions regarding the use of the Registration Portal, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/> and under *DEOCS*, Create a New *DEOCS* Request, click on the link titled “DEOCS Registration Training Video.”

² For additional instructions regarding the use of the Interactive Dashboard, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/> and under *DEOCS*, Viewing *DEOCS* Reports, click on the document titled “How to Use the Interactive Dashboard.”

³ For a full detailing of the information required to request a *DEOCS*, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/> and under *DEOCS*, Create a New *DEOCS* Request, click on the document titled “Preparing to Register a *DEOCS*.”

or organization's commander or leader will be asked to review and approve the survey request. The commander's or leader's supervisor will also receive notice of the request, but no action is required on their part. The Registration Portal allows the survey administrator, EOA/CCS, the commander or leader, and the commander's or leader's supervisor to monitor the approval status of the survey.

Once the *DEOCS* is approved, the survey administrator can use the Registration Portal to actively manage the *DEOCS*. For example, the survey administrator may choose to extend the survey or to send additional email reminders to try increase the response rate.

Finally, the Registration Portal also allows all three user types discussed in this document to view both their current and past *DEOCS*.

Interactive Dashboard

The Interactive Dashboard allows users to monitor the response rate for a *DEOCS* while it is still open and provides an overview of *DEOCS* results once the survey is closed. The results include overall factor ratings for each of the 19 risk and protective factors measured on the survey, detailed information about the unit's or organization's responses to the individual factor items, as well as results for all custom questions, Service-specific questions, and (if applicable) Academy-specific questions. Many results can be displayed by demographic groups or additional subgroups designated in the participant roster.⁴

Request an Account in the *DEOCS* Portal

Survey administrators, EOAs/CCSs, commanders, leaders, and their supervisors must all have a *DEOCS* account to access the Portal. Access to the *DEOCS* Portal is essential, as it allows survey administrators to register a survey, commanders, and leaders to approve a survey, and all users to monitor response rates while the survey is open, and view survey results after the survey has closed. This section provides step-by-step instructions for requesting a *DEOCS* Portal account.

Users in EOA/CCS, commander, leader, or supervisor roles do not need to self-register for an account. Accounts will automatically be created for these individuals when a survey administrator submits a *DEOCS* request and they will receive an e-mail with instructions for both activating their account and reviewing the *DEOCS* request.⁵ However, all users—including survey administrators, EOAs/CCSs, commanders, leaders, and their supervisors—may self-register a *DEOCS* Portal account, should they

⁴ For an in-depth guide to the information contained on the Interactive Dashboard, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/> and under *DEOCS*, Viewing *DEOCS* Reports, click the document titled "How to Use the Interactive Dashboard."

⁵ For more information for commanders, leaders, and supervisors to activate their account and review a *DEOCS* request, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/> and under *DEOCS*, Review/Approve a *DEOCS* Request, click the document titled "Commander and Leader Roles in the *DEOCS* Process."

choose to. To self-register an account, follow the instructions below. It is important to note that once you self-register, you will only have access to *DEOCS* registrations that you create or that list you as an EOA/CCS, commander or leader, or a supervisor. (Note: If you already have an account, log in to the *DEOCS* Portal using the following address: <https://www.drceirect.com/all/eca-portal-v2-ui/#/login/deocs>.)

- **Step 1 – Go to the Self-Registration Page.**
 - <https://www.drceirect.com/all/eca-security-ui/#!/deocs-register>
 - For best results, use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari. Internet Explorer is not a supported browser at this time.
- **Step 2 – Complete the Self-Registration Form.**
 - Complete the self-registration form with the following information:
 - First name (required)
 - Middle initial (optional)
 - Last name (required)
 - E-mail address (valid .mil, .gov, or .edu e-mail address is required)
 - Phone number (optional)
 - Organization or Service component (selected from a drop-down list for the Service—required)
 - Click the “Register” button
 - If self-registration is successful, a green banner will appear at the top of your screen, and you will receive an e-mail with additional instructions. Receiving the e-mail can take up to one hour. Continue to Step 3.
 - If self-registration is not successful, a red banner will appear at the top of your screen. If this occurs, please contact the *DEOCS* help desk for assistance:
 - deocs@datarecognitioncorp.com
 - 1-833-867-5674

Survey Administrator Self-Registration

Survey administrators must self-register for an account the first time they access the DEOCS portal. Requesting commanders/directors and their supervisors do not need to self-register for an account; an account is automatically created for them when a survey administrator requests a DEOCS.

First Name * Middle Name Last Name *

Email *

Phone:

Organization/Service Component *

▼

Register

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

The screenshot shows the 'Activate Account' page for DRC INSIGHT. At the top is the DRC INSIGHT logo. Below it is the title 'Activate Account'. The form contains two password input fields. The first is labeled 'New Password *' and has a 'Show Text' checkbox. Below it is a list of password requirements: at least 1 uppercase letter, 1 lowercase letter, 1 special character, 1 numeric character, a minimum length of 15 characters, and it must not contain the user's email or name. The second input field is labeled 'Confirm New Password *' and also has a 'Show Text' checkbox. Below it is a requirement that the new and confirmation passwords must match. At the bottom of the form is a grey 'Activate' button.

Contacting the DEOCS Help Desk

If you have questions or any problems requesting a DEOCS Portal account, please contact our help desk at:

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