



Commander and Leader Roles in the DEOCS and DOCP Process

January 2026

The Defense Organizational Climate Survey (DEOCS) and Defense Organizational Climate Pulse (DOCP) are two survey tools that provide commanders and military leaders with important feedback about the current command climate within their unit or organization. Commanders and leaders serve an important role during the DEOCS and DOCP process and must approve or deny any survey request for their unit or organization. This guide provides an overview of the commander's and leader's role in conducting a DEOCS or DOCP, including how requests are received, how to review and approve or deny a survey request, and how to review survey results.¹

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Receiving a Survey Request

When creating a DEOCS or DOCP request, survey administrators will enter the corresponding commander's or leader's name and e-mail, along with the commander's or leader's supervisor's name and e-mail. Once the registration has been submitted, it is then necessary for the survey administrator to obtain consent from the commander or leader (1) for the survey to start on the designated date (2) to receive the survey results. To accomplish this, the Office of People Analytics (OPA) Defense Command Climate Portal (DCP) e-mails commanders and leaders and asks them to review and approve or deny the survey request. The survey cannot begin until it has been approved by the commander or leader.

Reviewing a Survey Request

This section will provide commanders and leaders with step-by-step instructions for reviewing and approving or denying a survey request.

- **Step 1 – Locate the approval request e-mail sent from the survey registration process.**
 - The “from” address will be “Department of Defense – OPA DCP <dodhra.mc-alex.dmdc.mbx.deocs@mail.mil>”.
 - Commanders and leaders can quickly approve the survey without reviewing the request in the OPA DCP by clicking the link that says,

¹ 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 DCP User Roles and Management.”

“Immediately approve the DEOCS/DOCP survey request.” Clicking this link will trigger a confirmation message that the survey is approved. The survey will open and close in the time frame designated by the survey administrator. If commanders or leaders approved the survey request from this e-mail, no further action is necessary, and they may disregard steps two-eight below.

- To conduct a more thorough review, continue to step two.
- **Step 2 – Copy and paste the link provided in the e-mail into your browser to log in to the OPA DCP.**
 - First-time users of the OPA DCP, continue to step three.
 - Users who have previously logged in to the OPA DCP and set up a password, skip to step four. Access the OPA DCP by going to <https://www.drcedirect.com/all/eca-portal-v2-ui/#/login/DEOCS>.
 - For best results, use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari.
- **Step 3 – Activate your OPA DCP account.**
 - Click on the “activate your account” link provided in the survey approval request e-mail or copy and paste the link into your browser if your account is new.
 - For best results, use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari.
 - Create a password according to the password guidelines.
 - An account will be automatically created for commanders and leaders based on the e-mail that the survey administrator entered for the survey request. Commanders and leaders will use this e-mail and password to login to the OPA DCP to review and approve or deny DEOCS or DOCP requests for the unit or organization and to view DEOCS or DOCP results.

The image shows a two-panel interface. The left panel is a 'Sign In' form with fields for 'Username*' and 'Password*', a 'Show Text' link, and 'Sign in' and 'Forgot your password?' buttons. The right panel is a 'Welcome to the OPA Defense Climate Portal' message, which includes a help desk contact, information about logging in with email and password, and a 'Register here!' link.

Sign In

Username*

Password*

 Show Text

Sign in

[Forgot your password?](#)

Welcome to the OPA Defense Climate Portal

Please reach out to the OPA Defense Climate help desk for more information (OPA_DCP@datarecognitioncorp.com or 1-833-867-5674).

To access program content, authorized personnel need to login to the secure website with their email address and password. General Information is available under All Applications in the top menu of this page.

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

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- Step 4 – Once logged in, select the DEOCS System or DOCP System depending on the type of survey request that requires review.

Welcome to the OPA Defense 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 5a – For a DEOCS, click the “Review/Approve a DEOCS Request” tab.

Welcome to the DEOCS System

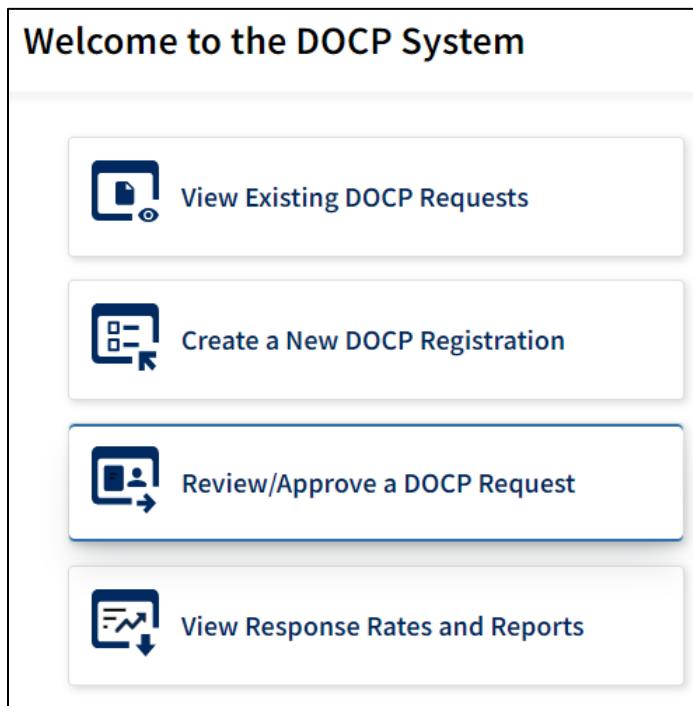
[View Existing DEOCS Requests](#)

[Create a New DEOCS Registration](#)

[Review/Approve a DEOCS Request](#)

[View Response Rates and Reports](#)

- **Step 5b – For a DOCP, click the “Review/Approve a DOCP Request” tab.**

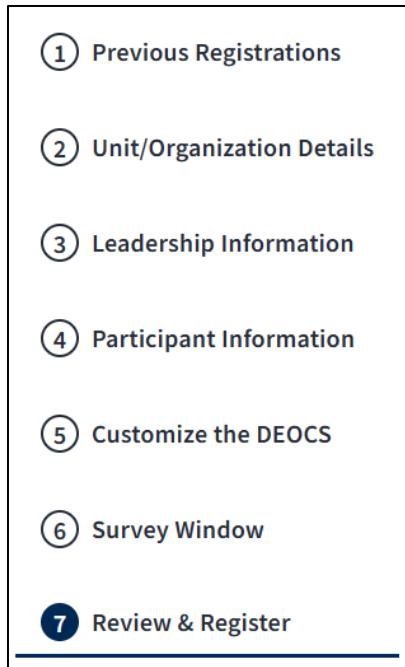


- **Step 6 – Survey requests that are ready for approval will be shown in the survey registrations table. Click on the survey ID for the specific request that needs review.**
 - This will bring users to a new page with more information about the survey.

Survey Registration						
Search		Showing all available results				
		DEOCS ID	Unit Title	Administrator	Commander	Survey Window
Service Component		739bb31a	OPA DCP Unit	William Cosner william.p.cosner.ctr@ mail.mil	Smtih, John	08/01/2025 to 08/29/2025
						23
						Ready For Approval

- **Step 7 – Review the registration information.**

- The available tabs display information entered by the survey administrator during registration. Review the information to ensure it is accurate. If you would like to preview the survey and any custom closed-ended or open-ended questions that were added, you can view the survey by clicking the “Preview Survey” button. For the DEOCS, the “Preview Survey” button is available on the top right of the survey registration page once the survey is approved. For the DOCP, the “Preview Survey” button is available at the bottom of the “Survey Builder” tab.
- The “Participant Information” tab displays the individuals that are eligible to complete the unit’s or organization’s survey.



- **Step 8 – If everything looks satisfactory, click the “Approve” button in the upper, right corner. If changes are needed or there are other problems with the request, click “Deny.” To deny a survey request, users will also need to enter a reason for the denial.**
 - The survey will not start until it is approved by the commander or leader. If approved, the survey administrator will receive a notification and the survey will start as planned.
 - If denied, the survey administrator will receive a notification and should work with the commander or leader to correct the request, as needed.

The screenshot shows a survey registration page. At the top, it says "Home → Survey Registration". The survey ID is "DEOCS2025_Johnson_52063_ea19b11d". Below that, it lists the "Survey Administrator: William Cosner" and "Survey Commander: Steve Johnson". To the right, there are four buttons: "Done", "Preview Survey", "Approve" (which is highlighted in blue), and "Deny". At the bottom left, there is a link "Previous Registrations" with a counter "(1)". The main title "DEOCS Registration: Review & Register" is at the bottom right.

Accessing Survey Results

Within two weeks after the survey has closed the requesting commander or leader, commander's or leader's supervisor, the Integrated Primary Prevention Workforce (IPPW) personnel, and the survey administrator will all receive an e-mail notification stating the survey results are ready to view. Although it may take up to two weeks, survey results are usually available within 72 hours. Commanders, leaders, their supervisors, IPPW personnel, and survey administrators can then begin the process of interpreting survey results. Results are displayed in "Response Rates and Reports" tab of the DEOCS System and DOCP System. There, users can download survey results reports.

Contacting the OPA DCP Help Desk

If you have questions or any problems reviewing and approving or denying a survey, please contact our help desk at:

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